



HEALTH AFFAIRS



Learning Management System (LMS)

Training Administrator Session

TMA Privacy Office

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It is intended solely for the use and information of the Military Health System.*

Agenda

- Introduction to the LMS
- Training Administration Functions

Training Objectives

- Upon completion of this lesson, you will be able to:
 - Describe the purpose of the LMS
 - Describe the purpose of course examinations
 - Describe the LMS functionality that is used by a training administrator
 - Perform training administration tasks

Administration

- Target Audience:
 - Individuals who have been assigned Training Administrator responsibilities

Introduction to the LMS

Objectives

- Upon completion of this module, you should be able to:
 - Describe the purpose of the LMS
 - Identify the type of content available on the LMS
 - Describe the LMS student population
 - Describe LMS roles and responsibilities

Why HIPAA Training?

- 164.530 (HIPAA rule)
 - “A covered entity must train all members of its workforce on the policies and procedures with respect to protected health information...”
- DoD 6025.18-R, C-14.2 (Privacy Regulation)
 - “Contracted healthcare providers and other contracted personnel...shall be included in the training...”

What is an LMS?

- The TMA Privacy Officer deployed the Learning Management System (LMS) as a tool to manage HIPAA training
- The initial use of the LMS was HIPAA Privacy training
- Use is being expanded to include HIPAA Security training
 - HIPAA Security 101 was deployed in the fall of 2004

LMS Details

- The LMS is a web based tool
 - Server is maintained by TMA
 - Software vendor is Plateau
 - Course content is provided by Quick Compliance
 - Additional content is added as it is created by the HIPAA support staff

LMS Terminology

- Domain
 - A segment of the student population within the LMS
 - Selected during student registration
 - Provides a way to filter reports
- Component
 - An element of learning formally managed by the LMS
 - i.e., courses and exams
- Qualification
 - A group of components that are related to a given job position, skill, or specialty
- Completion Status
 - Complete: All components within the qualification have been successfully completed
 - Incomplete: One or more component within the qualification has not been successfully completed

Content Available on the LMS

- Courses
 - Privacy
 - Required and optional privacy courses
 - Security
 - Security 101
 - Optional courses will be posted at a later date
- Software Manuals
 - Manuals for the LMS, HIPAA BASICS™, and PHIMT
 - Other training materials
 - Materials used in WebEx training sessions
 - Training related materials as appropriate

Required and Optional Courses

- For each qualification, certain courses are required and other courses are assigned as optional
 - The courses appear in the student's Development Plan
- Required Courses:
 - Must be completed for a student to receive credit for the qualification
- Optional Courses
 - Do not have to be completed
 - Are not part of qualifications
- Courses are accessible through the Course Catalog
 - Students can take any course that appears in the Catalog

Job Positions within the LMS

- Job Position
 - Used to assign qualifications
 - Assigned courses appear in a student's development plan
- * New Contractors should register under their appropriate job function. Existing contractors should change their job position to one which reflects their current duties

LMS User Population

- Current student population 170,251 students distributed across 10 job positions
 - 17,611: Admin Support
 - 33,509: Ancillary Clinical
 - 3,553: Business/Finance
 - 15,643: Facility Support Services
 - 6,976: IM/IT
 - 13,559: Medical Records
 - 45,007: Nursing
 - 23,431: Provider
 - 3,262: Senior Executive Staff
 - 6,527: Volunteers

LMS Responsibilities

- TMA Privacy Office
 - Provides access to training materials for HIPAA Privacy and Security on the LMS
- Service Representatives
 - Communicate with Privacy Officer
 - Forward training admin account requests to Support Center
- HIPAA Support Center
 - Establishes Training Administrator accounts
 - Assists with requests for help with the LMS
- Privacy Officer
 - Communicates with Training Administrators

LMS Roles and Responsibilities

- Training Administrator
 - Maintains student accounts
 - Performs LMS student population management
- Students
 - Primary users of the LMS
 - Complete HIPAA training
 - Maintain student profile

Training Administrator Responsibilities

- Coordinate HIPAA Training with the Privacy/Security Officer(s)
- Implement HIPAA Training at the MTF level
- LMS administration
- Track completion progress
- Communicate with MTF personnel
- Communicate with Service Representatives through the appropriate chain of command

Primary Functions of the LMS

- For students, the LMS provides access to
 - HIPAA Privacy and Security courses
 - Related training materials
 - Software manuals
- For Training Administrators, the LMS provides
 - Student population management
 - Means for student account maintenance
 - Reporting capabilities

Training Administrator LMS Functions

- Manage student population:
 - Search for students
 - Add new users
 - Activate and Deactivate student accounts
 - Delete users multiple student accounts
- Password activities
 - Reset accounts
 - Change passwords
- Grant credit for offline training
- Run reports

New or Enhanced Features

- These features will be addressed as they appear in the presentation
 - Examinations
 - Enhanced custom reports
 - Enhanced search capability
 - Password criteria

Intro to LMS

Summary

- You should now be able to:
 - Describe the purpose of the LMS
 - Identify the type of content available on the LMS
 - Describe the LMS student population
 - Describe Training Administrator LMS role and responsibilities

Training Administrator Functionality

Training Administrator Functionality

Objectives

- Upon completion of this lesson, you will be able to:
 - Perform the functions of a Training Administrator

Most Common Functions

- Getting a Training Administrator account
- Logging In
- Passwords
- Searching for students
- Unlocking accounts
- Account maintenance
- Creating new students
- Granting course credit
- Removing course Credit
- Running reports

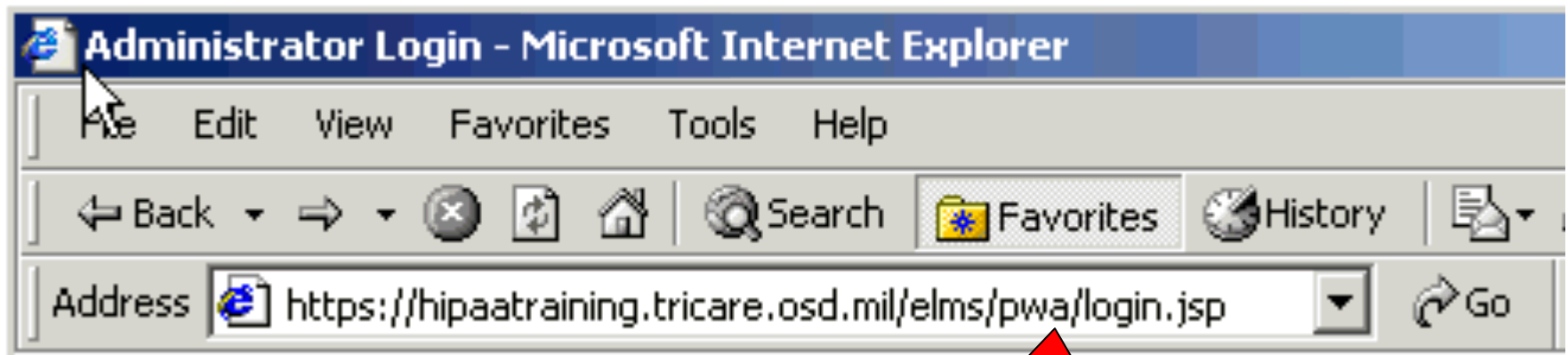
Getting A Training Admin Account

- If you do not have an account, a request must be sent via your chain of command to your Service Representative
- Your Service Representative will forward the request to the HIPAA Support Center
 - The HIPAA Support Center will create your account and send your user ID and password to you
 - You will be prompted to change your password upon initial log in

Training Administrator Functionality

Accessing the LMS

Enter the URL

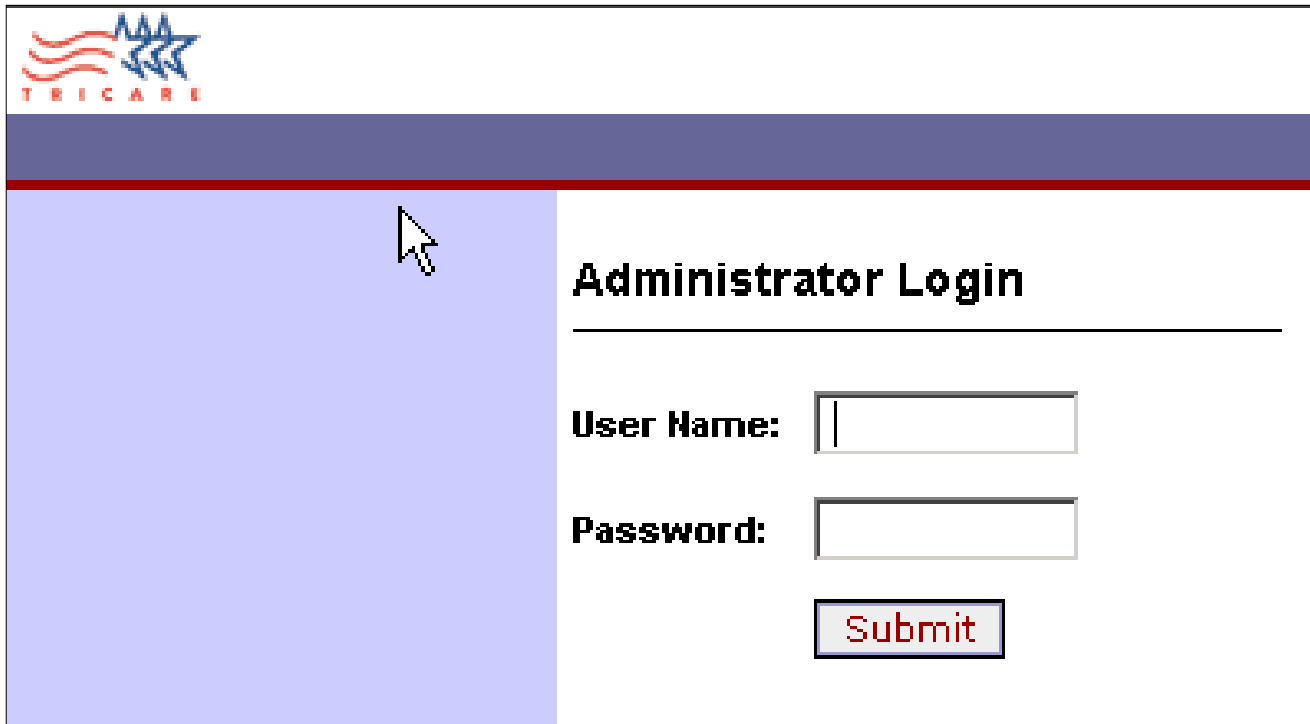


Note "pwa" for admin log in

Training Administrator Functionality

Logging In

1. Enter user name and password
2. Click on the Submit button



The screenshot shows the TRICARE Administrator Login interface. At the top left is the TRICARE logo, which consists of three red wavy lines and three blue stars above the word "TRICARE" in red. Below the logo is a dark blue horizontal bar. The main content area has a light blue background on the left and a white background on the right. The title "Administrator Login" is centered in the white area, underlined. Below the title are two input fields: "User Name:" followed by a text box, and "Password:" followed by a text box. At the bottom right is a "Submit" button with a red border and red text. A mouse cursor is pointing at the light blue background area.

TRICARE

Administrator Login


User Name:

Password:

Submit

Training Administrator Functionality

Administrator Home



Administrator [Home](#) [Help](#) [Logout](#)

Student Management | Reports | Tools | System Admin

Welcome to Plateau Administrator







Plateau Administrator is part of a robust Learning Management System (LMS) with powerful management tools that give you the ability to:

- Facilitate learning and knowledge activities throughout the organization, including aligning learning objectives with business objectives.
- Manage classroom, Web-based, CD-ROM, on-the-job (OJT) and instructor-led learning, as well as the resources and processes associated with each.
- Manage the tracking of resources and schedules associated with the many categories of learning, including traditional instructor-led training.
- Track the progress of every learner's proficiency profile, skill gaps, and recertification deadlines.

Plateau Help System

Plateau offers a comprehensible task-oriented help system that is rapidly retrievable and easily translated into effective actions by users. The global online help is accessible from the help link in the upper right corner; and the context-sensitive help is available by clicking the help link on the right hand corner of each page title.

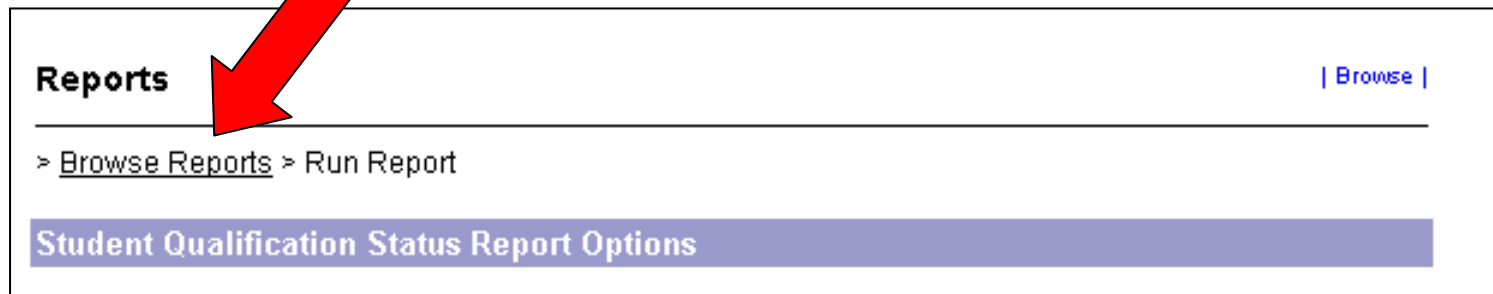
Basic LMS Navigation Examples

	Next – (wizard style tools) takes you to the next step in the tool
	Previous – takes you to the previous step (wizard style tools) in the process
	Picker icon – opens a pick list
	Apply Changes – submits the corresponding form data to the system for processing
	Search - causes requested data to appear on a search results window
	Home (student login)– Provides easy access to Development Plan, Qualification Status, Current Enrollment, Activity in Progress

Training Administrator Functionality

Basic LMS Navigation

- When using the LMS, do not use your browser's BACK button to navigate
 - Doing so will cause errors
- When inside a function, use the links to move backward if necessary



Training Administrator Functionality

Search Capabilities

- Optional case sensitivity
 - Yes – case sensitivity is turned on for the search
 - No – case sensitivity is turned off for the search (default)
- Domain field added to Simple Search
- Only applicable search fields appear for Advanced Search
 - The enhancements will be highlighted in the following slides
 - New custom fields appear as criteria for the Advanced Search

Training Administrator Functionality

Domain Search

1. Select the Student Management hyperlink
 2. Enter Domain ID
 3. Click on the [Search](#) button
- OR
- [Select from List](#)

Students | [Simple Search](#) | [Advanced Search](#) | [Add New](#) | [Help](#) |

> Search

Search | Results

Search Students

Enter the ID or Description, select the type of search from the drop-down menu, and click "Search" to browse results. Enter an exact ID and select "Exact" from the drop-down menu to go directly to a record. The search is case sensitive by default. You can choose case insensitive search which applies to criteria typed in. Be aware of case insensitive search could take long time.

Case sensitive search: ☐ Yes ☒ No

Student ID:

Last Name:

First Name:

Middle Initial:

Student Status: ☐ Active ☐ Not Active ☐ Both

Domains: [Select from list](#) or **By ID**

Domain Search – Select from List

4. If you know the domain IDs, enter a domain ID or multiple IDs separated by a command and select **ADD** to create the filter

OR

Perform a search for an exact ID or a wildcard search and select **Search**

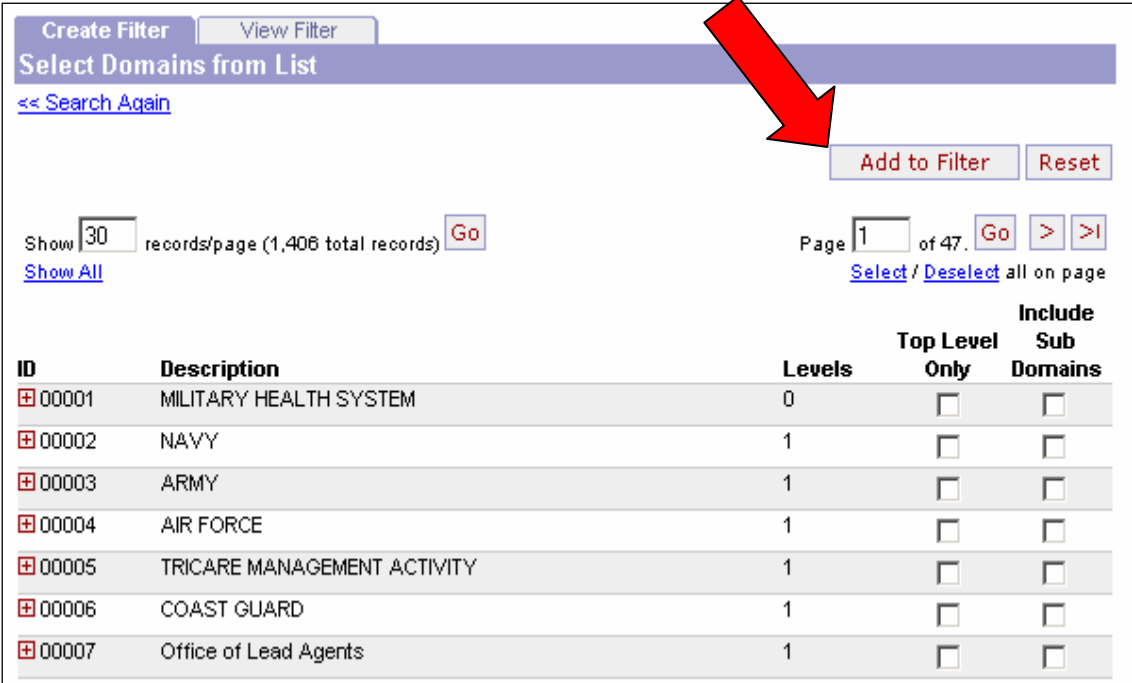
The screenshot shows the 'Students' section of a web application. At the top, there are links for 'Simple Search', 'Advanced Search', and 'Help'. Below this, a breadcrumb trail reads '> Search > by Domains'. There are two tabs: 'Create Filter' (active) and 'View Filter'. A purple header bar reads 'Create Domains Filter For Students'. A text block explains: 'Add IDs manually or create the qualification filter using the search below. The search is case sensitive by default. You can choose case insensitive search which applies to criteria typed in. Be aware of case insensitive search could take long time.'

Under the heading 'Add IDs (separate multiple IDs using a comma)', there is a 'Domain ID:' label followed by a text input field. A blue arrow points to this field. To the right of the field is an 'Add' button, also pointed to by a blue arrow.

Below this is a section titled 'Search Domains'. It contains a 'Case sensitive search:' label with radio buttons for 'Yes' and 'No' (selected). There are two rows of search criteria: 'Domain ID:' with a text input and a dropdown menu set to 'Exact'; and 'Description:' with a text input and a dropdown menu set to 'Starts With'. At the bottom right of this section are 'Search' and 'Reset' buttons. A red arrow points to the 'Search' button.

Domain Search – Search Results

5. Select Top Level only or Include Sub Domains
6. Click [Add to Filter](#)



The screenshot shows a web interface for domain search results. At the top, there are tabs for 'Create Filter' and 'View Filter'. Below them is a header 'Select Domains from List' and a link '<< Search Again'. On the right, there are buttons for 'Add to Filter' and 'Reset'. Below the header, there are controls for 'Show 30 records/page (1,406 total records)' with a 'Go' button, and 'Page 1 of 47' with 'Go', '>', and '>|' buttons. There are also links for 'Show All', 'Select', and 'Deselect all on page'. The main content is a table with columns: ID, Description, Levels, Top Level Only, and Include Sub Domains. The table lists seven domains: MILITARY HEALTH SYSTEM, NAVY, ARMY, AIR FORCE, TRICARE MANAGEMENT ACTIVITY, COAST GUARD, and Office of Lead Agents. Each row has a red plus icon in the ID column and checkboxes in the 'Top Level Only' and 'Include Sub Domains' columns.

ID	Description	Levels	Top Level Only	Include Sub Domains
00001	MILITARY HEALTH SYSTEM	0	<input type="checkbox"/>	<input type="checkbox"/>
00002	NAVY	1	<input type="checkbox"/>	<input type="checkbox"/>
00003	ARMY	1	<input type="checkbox"/>	<input type="checkbox"/>
00004	AIR FORCE	1	<input type="checkbox"/>	<input type="checkbox"/>
00005	TRICARE MANAGEMENT ACTIVITY	1	<input type="checkbox"/>	<input type="checkbox"/>
00006	COAST GUARD	1	<input type="checkbox"/>	<input type="checkbox"/>
00007	Office of Lead Agents	1	<input type="checkbox"/>	<input type="checkbox"/>

Training Administrator Functionality

Domain Search- Submit Filter

Review your filter

7. Click **Submit Filter**

Create Filter

View Filter

View Domain Results

Add IDs

To manually add IDs to your filter, enter the exact IDs (separate multiple entries with commas), and click **Add**. The filter IDs are case sensitive.

Domain ID:

Add

Edit Domain Results

Click **Submit Filter** to add the records listed to your filter. To remove record(s) from this list, use the checkboxes to select, and then click **Remove Checked IDs** to remove the selected records. To include **Sub Domains** of the selected records, click the corresponding checkbox in the **Include Sub Domains** column. Click **Reset** to revert to system default.

Submit Filter

Remove Checked IDs

Reset

Domain ID	Description	Remove Select / Deselect All	Include Sub Domains
00005	TRICARE MANAGEMENT ACTIVITY	<input type="checkbox"/>	Yes

Submit Filter

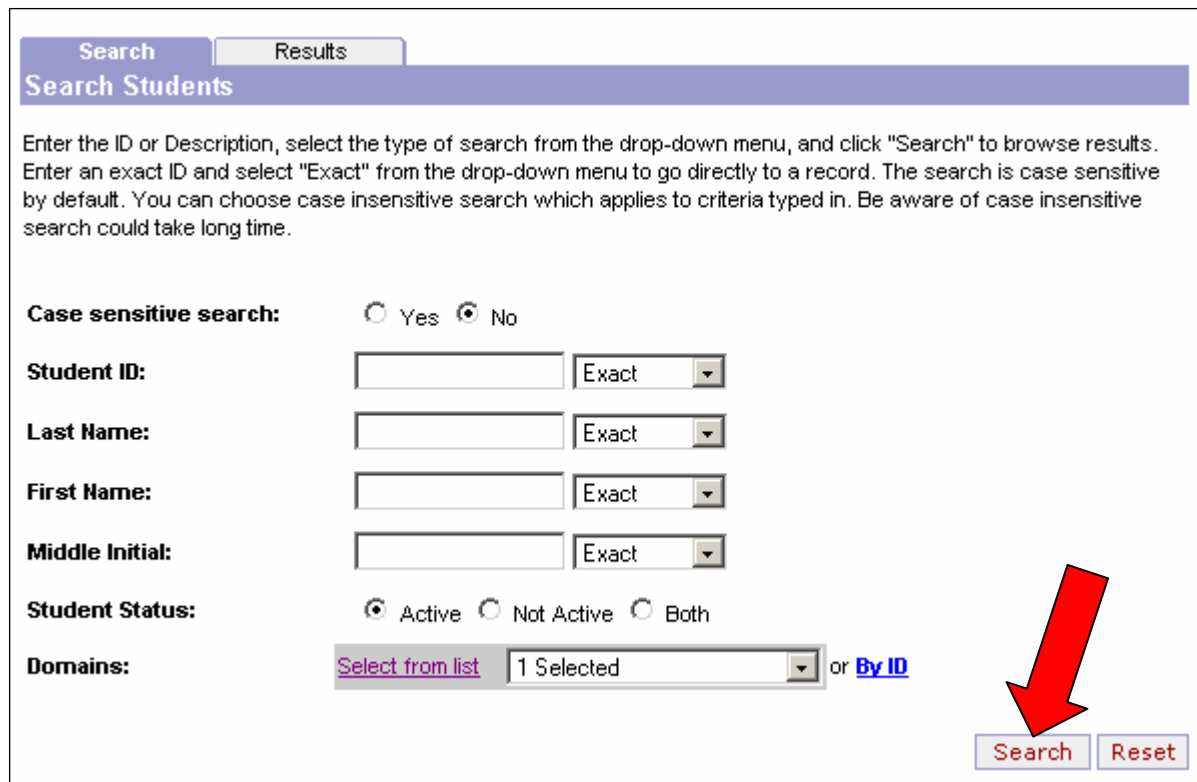
Remove Checked IDs

Reset

Domain Search – Perform Search

8. Select Search

Search results will be returned



The screenshot shows a web interface for searching students. At the top, there are two tabs: 'Search' (active) and 'Results'. Below the tabs is a purple header bar with the text 'Search Students'. A paragraph of instructions follows: 'Enter the ID or Description, select the type of search from the drop-down menu, and click "Search" to browse results. Enter an exact ID and select "Exact" from the drop-down menu to go directly to a record. The search is case sensitive by default. You can choose case insensitive search which applies to criteria typed in. Be aware of case insensitive search could take long time.'

The form contains the following fields and options:

- Case sensitive search:** Radio buttons for 'Yes' and 'No' (selected).
- Student ID:** Text input field and a dropdown menu set to 'Exact'.
- Last Name:** Text input field and a dropdown menu set to 'Exact'.
- First Name:** Text input field and a dropdown menu set to 'Exact'.
- Middle Initial:** Text input field and a dropdown menu set to 'Exact'.
- Student Status:** Radio buttons for 'Active' (selected), 'Not Active', and 'Both'.
- Domains:** A link 'Select from list', a dropdown menu showing '1 Selected', and the text 'or By ID'.

At the bottom right, there are two buttons: 'Search' and 'Reset'. A large red arrow points directly to the 'Search' button.

Training Administrator Functionality

Simple Search

- Locating the student record is the first step in accessing student accounts
- Searches can be performed by: student ID, last name, first name, middle initial, student status, and domain
- Searches are not case sensitive

Training Administrator Functionality

Simple Search

1. Select the Student Management hyperlink
2. Enter search criteria
3. Click on the Search button

Enter search criteria

Students | [Simple Search](#) | [Advanced Search](#) | [Add New](#) | [Help](#) |

> Search

Search | Results

Search Students

Enter the ID or Description, select the type of search from the drop-down menu, and click "Search" to browse results. Enter an exact ID and select "Exact" from the drop-down menu to go directly to a record. The search is case sensitive by default. You can choose case insensitive search which applies to criteria typed in. Be aware of case insensitive search could take long time.

Case sensitive search: ☐ Yes ☒ No

Student ID:

Last Name:

First Name:

Middle Initial:

Student Status: ☒ Active ☐ Not Active ☐ Both

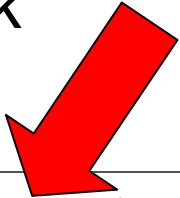
Domains: [Select from list](#) or **By ID**



Training Administrator Functionality

Advanced Search (1 of 6)

1. Select the **Student Management** hyperlink
2. Select the **Advanced Search** hyperlink



Students | [Simple Search](#) | [Advanced Search](#) | [Add New](#) | [Help](#) |

> Search

Search Results

Search Students

Enter the ID or Description, select the type of search from the drop-down menu, and click "Search" to browse results. Enter an exact ID and select "Exact" from the drop-down menu to go directly to a record. The search is case sensitive by default. You can choose case insensitive search which applies to criteria typed in. Be aware of case insensitive search could take long time.

Case sensitive search: ☐ Yes ☒ No

Student ID:

Last Name:

First Name:

Middle Initial:

Student Status: ☒ Active ☐ Not Active ☐ Both

Domains: [Select from list](#) or **By ID**

Training Administrator Functionality

Advanced Search (2 of 6)

3. Enter search criteria
or, e.g., for Job
Position, **Select from
List**

Search

Results

Search Students

Enter the ID(s) for the entities by which you would like to filter your search and select the type of search from the drop-down menu, or click "Select from list" to select an item from a list. You may choose either a case-sensitive, or a case-insensitive search. Case-insensitive searches may take longer.

SearchReset

Case sensitive search: ☐ Yes ☒ No

Student ID:

Last Name:

First Name:

Middle Initial:

Student Status: ☒ Active ☐ Not Active ☐ Both

Domains: [Select from list](#) or **By ID**

Components Completed: [Select from list](#) or **by Type:**
ID:

Components Needs: [Select from list](#) or **by Type:**
ID:

Job Positions: [Select from list](#) or **By ID**

Qualifications: [Select from list](#) or **By ID**

SearchReset

Training Administrator Functionality

Advanced Search (3 of 6)

4. Enter specific Job Position ID

Or

Click **Search** for wildcard search

Students | [Simple Search](#) | [Advanced Search](#) | [Help](#)

> [Advanced Search](#) > by Job Positions

[Create Filter](#) [View Filter](#)

Create Job Positions Filter For Students

Add IDs manually or create the filter using the search below. The search is case sensitive by default. You can choose case insensitive search which applies to criteria typed in. Be aware of case insensitive search could take long time.

Add IDs (separate multiple IDs using a comma)

Job Positions ID: [Add](#)

Search Job Positions

Case sensitive search: ☐ Yes ☒ No

Job Position ID:

Description:

[Search](#) [Reset](#)

Domains: [Select from list](#) or **By ID**

Qualifications: [Select from list](#) or **By ID**

Proficiency Profiles: [Select from list](#) or **By ID**

[Search](#) [Reset](#)

Training Administrator Functionality

Advanced Search (4 of 6)

5. Select appropriate job position
6. Submit Selection

Students | [Simple Search](#) | [Advanced Search](#) | [Help](#)

> [Advanced Search](#) > by Job Positions

[Create Filter](#) [View Filter](#)

Select Job Positions from list

[<< Search Again](#)

Submit Selection [Reset](#)

Show records/page (11 total records) [Go](#)

[Select / Deselect all on](#)

ID	Description	Select
000061	Administrative Support Services	<input type="checkbox"/>
000062	Ancillary Clinical - All the clinical ancillary personnel to include technicians	<input type="checkbox"/>
000063	Business/Finance Office - Resource Management, Personnel staff and Medical Operations	<input type="checkbox"/>
000064	Facility Support Services - All non clinical support personnel	<input type="checkbox"/>
000065	Information Management - IMIT staff	<input type="checkbox"/>
000066	Medical Records/Patient Administration - Patient Admin, Medical Records, Coders, Transcriptions...	<input type="checkbox"/>
000067	Nursing - All clinical support personnel from Practitioner, Mid-wife, Anesthetist, Staff Nurses, LPN	<input type="checkbox"/>
000068	Provider - Physicians, Phy Assts, Dentists, researchers	<input type="checkbox"/>
000069	Senior Executive Staff - MTF executive leadership, Legal, Public Affairs and Marketing staffs	<input type="checkbox"/>
000070	Volunteers and Contractor Personnel	<input type="checkbox"/>
000071	OTHER	<input type="checkbox"/>

Training Administrator Functionality

Advanced Search (5 of 6)

7. Submit Filter

Students | [Simple Search](#) | [Advanced Search](#) | [Help](#)

> [Advanced Search](#) > by Job Positions

[Create Filter](#) | [View Filter](#)

View Job Positions Results

This screen allows you to view and edit the items you have selected. You can also Add additional IDs to your list. The "Submit Filter" button will submit your selected items to the previous search. The filter IDs are case sensitive.

Job Positions ID: [Add](#)

[Submit Filter](#) [Remove Checked IDs](#) [Reset](#)

[Select](#) / [Deselect](#) all on page

ID	Description	Remove
000070	Volunteers and Contractor Personnel	<input type="checkbox"/>

[Select](#) / [Deselect](#) all on page

[Submit Filter](#) [Remove Checked IDs](#) [Reset](#)



Training Administrator Functionality

Advanced Search (6 of 6)

8. Click Search

Search will return all students within that job description

Search

Results

Search Students

Enter the ID(s) for the entities by which you would like to filter your search and select the type of search from the drop-down menu, or click "Select from list" to select an item from a list. You may choose either a case-sensitive, or a case-insensitive search. Case-insensitive searches may take longer.

SearchReset

Case sensitive search: ☐ Yes ☒ No

Student ID: Exact

Last Name: Exact

First Name: Exact

Middle Initial: Exact

Student Status: ☒ Active ☐ Not Active ☐ Both

Domains: [Select from list](#) or **By ID** Exact

Components Completed: [Select from list](#) or **by Type:** ID: Exact

Components Needs: [Select from list](#) or **by Type:** ID: Exact

Job Positions: [Select from list](#) 1 Selected or **By ID** Exact

Qualifications: [Select from list](#) or **By ID** Exact

SearchReset

View Student (Search) Results

- Search results are returned for all students in the data base who meet the search criteria

Search

Results

View Student Results

Student ID	Name	
346323	Brown, Gail A	View Edit Delete Copy

Navigation Links	
View	Student information can only be seen but not edited
Edit	Student information can be changed
Delete	Student record is deleted from the data base (<i>Use only for eliminating duplicate records</i>)

View Student Information (From Search Results)

> Search > Search Results > View Summary

Student ID: 79
Name: Brown, Gail

Commerce	Account Code	Catalog Preview	Preferences		
Prof Profiles	Competencies	Enrollment	Requests	Online Status	Assessments
Summary	Phone Numbers	Custom Fields	Dev Plan	Learning History	Qualifications

View the Student Information

[Edit](#) [Copy...](#) [Delete](#)

Active: Yes
Name: Brown, Gail
Job Position: 000070 (Volunteers and Contractor Personnel)
Job Location:
Domain: 00005 (TRICARE MANAGEMENT ACTIVITY)
Organization:
Emp Type:
Emp Status:
Address:
City:
State/Province:
Postal Code:
Country:
Email Address: brown_gail@bah.mil
Hired:
Terminated:
Supervisor:
Resume:
Comments:
Locked: No

Training Administrator Functionality

Edit Student Information (From Search Results)

1. Select Edit
2. Enter new data
3. Click on Apply Changes

Apply Changes

Reset

Reset Student Pin

Copy

Delete

☒ Active

Last: Brown

First: Gail

MI: A

Job Position:

000070

Job Location:

Domain:

00001

Organization:

Company:

Emp Type:

Emp Status:

Address:

City:

State/Prov.:

Postal Code:

Country:

Email Address:

brown_gail@bah.mil

Hired:

(5/26/2004)

Terminated:

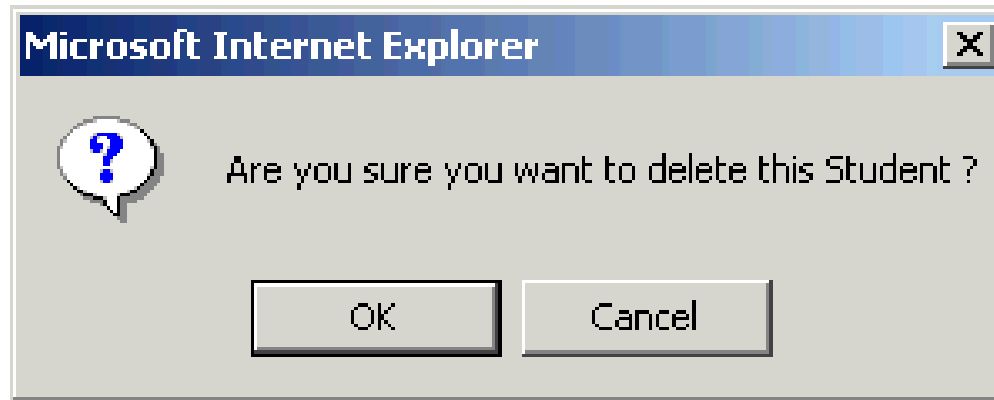
(5/26/2004)

Supervisor:

Resume:

Comments:

Delete Student (From Search Results)



- From Search Results, Select **Delete**
- Selecting "OK" will delete the student from the LMS data base.

Note: This function has no "UNDO" feature

- This function should only be used after duplicate student records have been manually combined

Training Administrator Functionality

Account Maintenance

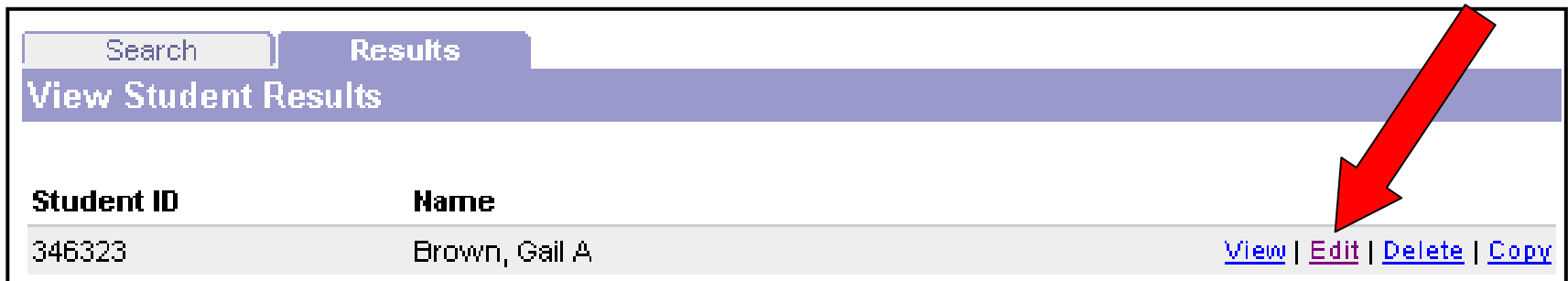
- Training Administrators must perform basic account maintenance for students within their domain
 - All account maintenance starts with a search
- Account maintenance tasks include:
 - Locating student identification numbers
 - Unlocking accounts
 - Resetting passwords
 - Activating/Inactivating/Deleting student accounts
 - Designating “deployed” status, privacy or security officer
 - Granting course/examination credit
 - Creating new students
- Additional tasks include
 - Running reports

Unlocking Accounts (1 of 3)

- Accounts become locked for students after 3 unsuccessful attempts at logging in
 - Most likely, the student forgot his/her password and may require the password to also be reset
 - Students should contact you, the Training Administrator, rather than the HIPAA Support Center, to have their account reset

Unlocking Accounts (2 of 3)

1. Search for the student
2. When you find the correct student, select Edit

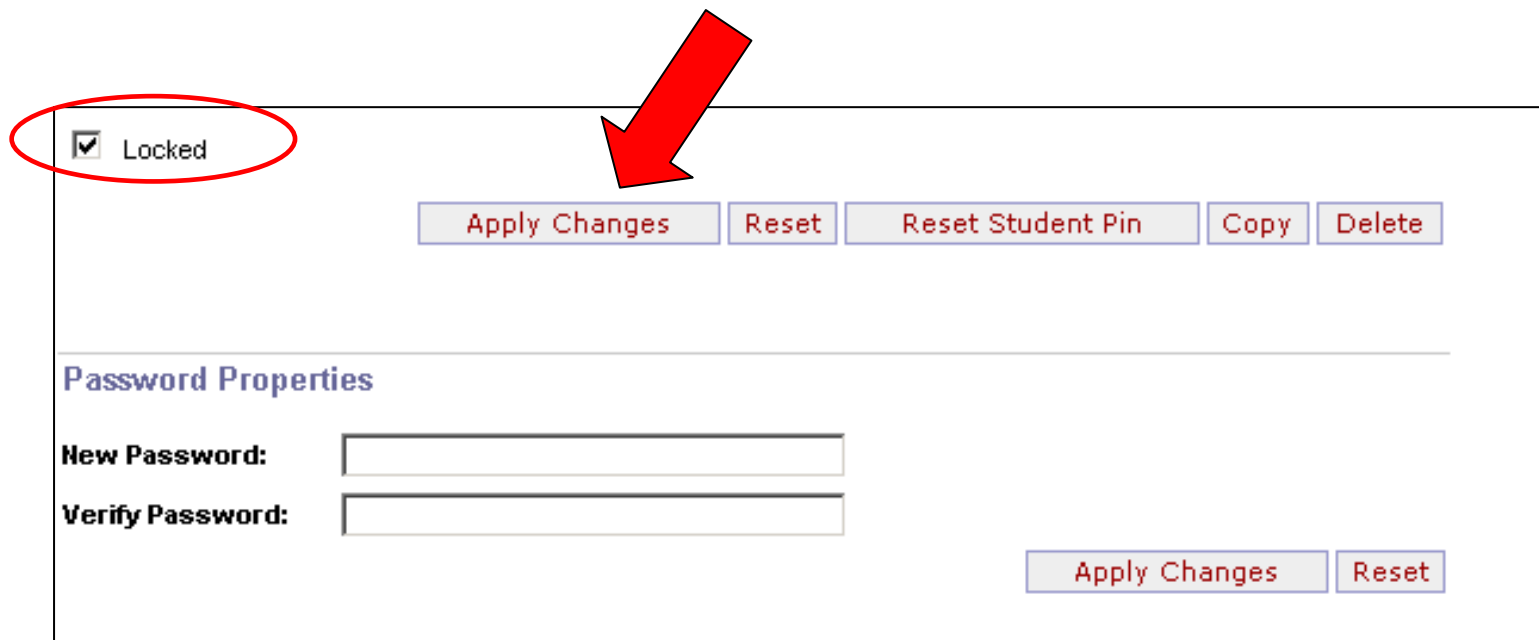


The screenshot shows a web interface for searching students. At the top, there are two tabs: 'Search' and 'Results'. Below the tabs is a purple header bar with the text 'View Student Results'. Underneath this is a table with two columns: 'Student ID' and 'Name'. The table contains one row with the student ID '346323' and the name 'Brown, Gail A'. To the right of the table row, there are four links: 'View', 'Edit', 'Delete', and 'Copy'. A large red arrow points from the top right towards the 'Edit' link.

View Student Results	
Student ID	Name
346323	Brown, Gail A
View Edit Delete Copy	

Unlocking Accounts (3 of 3)

3. Unlock the account by removing the checkmark
4. Click on [Apply Changes](#)



The screenshot displays a user management interface. At the top left, there is a checkbox labeled "Locked" which is currently checked. This checkbox is circled in red, and a large red arrow points to it from the right. To the right of the checkbox are five buttons: "Apply Changes", "Reset", "Reset Student Pin", "Copy", and "Delete". Below these buttons is a section titled "Password Properties". This section contains two input fields: "New Password:" and "Verify Password:". At the bottom right of the "Password Properties" section are two buttons: "Apply Changes" and "Reset".

Resetting Passwords (1 of 3)

- Many students will not remember their passwords
- **Training Administrators are responsible for resetting passwords**
 - The HIPAA Support Center will not reset student passwords
- You must establish a communication flow to students within your MTF for resetting student passwords
- Students will be required to change their password upon logging in the first time after their password has reset

Training Administrator Functionality

Resetting Passwords (2 of 3)

1. Search for the Student
2. Select **Edit** from the Search Results screen

The screenshot displays the YRICARE Administrator interface. The top navigation bar includes the YRICARE logo, the role 'Administrator', and links for 'Home', 'Help', and 'Logout'. Below this, a secondary navigation bar shows 'Student Management', 'Reports', 'Tools', and 'System Admin'. A left-hand sidebar lists various functions: 'Students', 'Learning Event Editor', 'Learning Event Recorder', 'Competency', 'Assessment Editor', 'Competency', 'Assessment Recorder', and 'Student Needs Mgmt'. The main content area is titled 'Students' and includes links for 'Simple Search', 'Advanced Search', 'Add New', and 'Help (F1)'. Below the title, there is a 'Simple Search' section with a 'Search' button and a 'Results' tab. The 'Results' tab is active, showing a table of student records. A red arrow points to the 'Edit' link in the actions column for the student with ID 384313.

Student ID	Name	View	Edit	Delete	Copy
104001	Doe, Alton E	View	Edit	Delete	Copy
296629	Doe, Edwin C	View	Edit	Delete	Copy
220516	Doe, Erin A	View	Edit	Delete	Copy
325457	Doe, Jane X	View	Edit	Delete	Copy
384313	Doe, Jane	View	Edit	Delete	Copy
377063	Doe, John j	View	Edit	Delete	Copy
6389	Doe, Panthooh M.	View	Edit	Delete	Copy

Training Administrator Functionality

Resetting Passwords (3 of 3)

3. Scroll down to the Password Properties section of the Student Summary screen
4. Enter a password in the New Password and Verify Password fields
5. Select **Apply Changes**

The screenshot displays the 'Student Summary' screen in the Training Administrator interface. The top navigation bar includes 'Administrator', 'Home', 'Help', and 'Logout'. The left sidebar lists various functions: 'Students', 'Learning Event Editor', 'Learning Event Recorder', 'Competency', 'Assessment Editor', 'Competency', 'Assessment Recorder', and 'Student Needs Mgmt'. The main content area shows student details for 'Fairfax, VA 22030, USA' with email 'jdoe@email.osd.mil'. Below this, there are fields for 'Hired' (04/01/2004), 'Terminated' (4/9/2004), 'Supervisor', 'Resume', and 'Comments'. At the bottom, the 'Password Properties' section is visible, featuring 'New Password' and 'Verify Password' fields. A red arrow points to the 'Apply Changes' button in this section.

Administrator Home Help Logout

Student Management | Reports | Tools | System Admin

Students
Learning Event Editor
Learning Event Recorder
Competency
Assessment Editor
Competency
Assessment Recorder
Student Needs Mgmt

City: Fairfax
State/Prov.: VA
Postal Code: 22030
Country: USA
Email Address: jdoe@email.osd.mil
Hired: 04/01/2004
Terminated: 4/9/2004
Supervisor:
Resume:
Comments:
Language: English
Date Format: M / D / YYYY (4/9/2004)
Time Format: 24 hour (10:02:08)

Apply Changes Reset Reset Student Pin Copy Delete

Password Properties

New Password:
Verify Password:
Apply Changes Reset

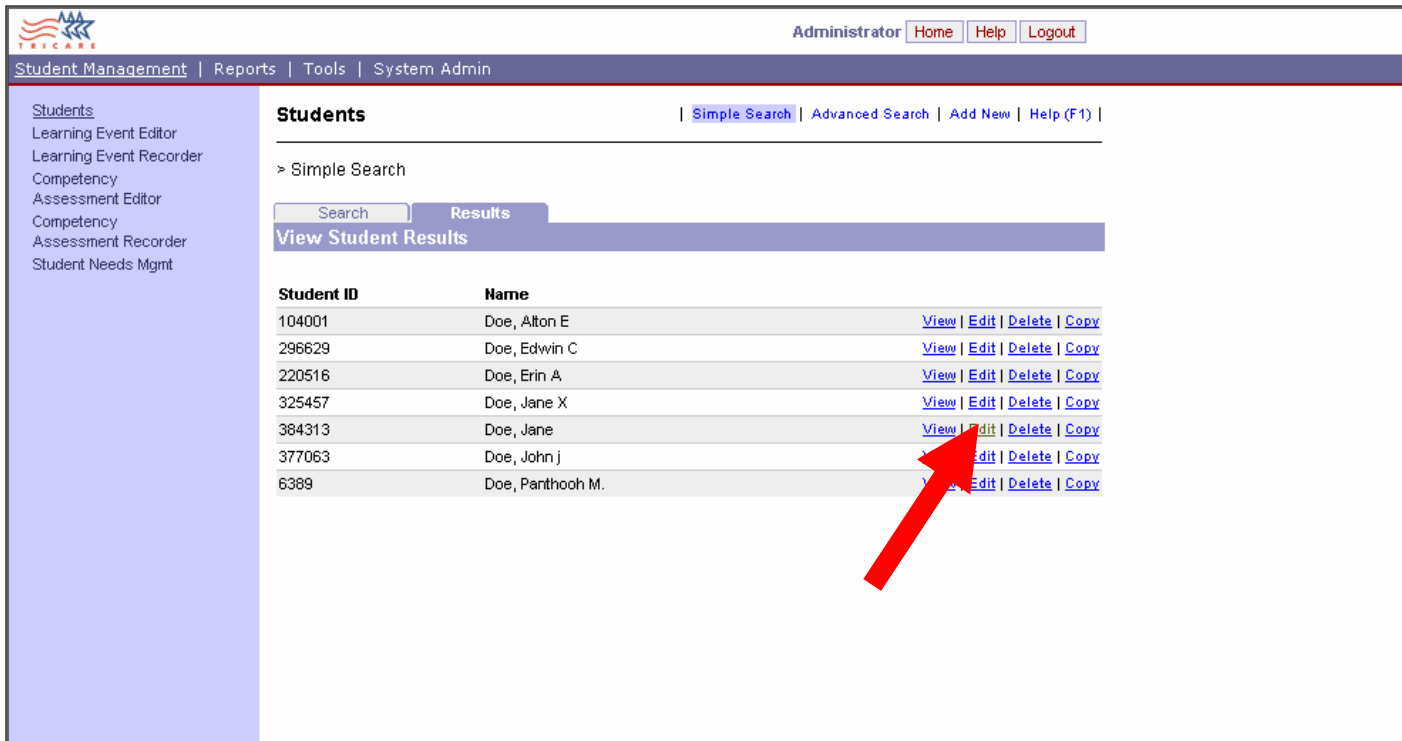
Locating Student IDs (1 of 3)

- Student IDs are required for access to the LMS
- Student IDs are unique, computer generated numbers
- Many will not remember their Student IDs
- Training Administrators are responsible for locating student IDs
- Training Administrators must ensure that students do not re-register

Training Administrator Functionality

Locating Student IDs (2 of 3)

1. Search for the Student
2. Select **Edit** to verify the Student



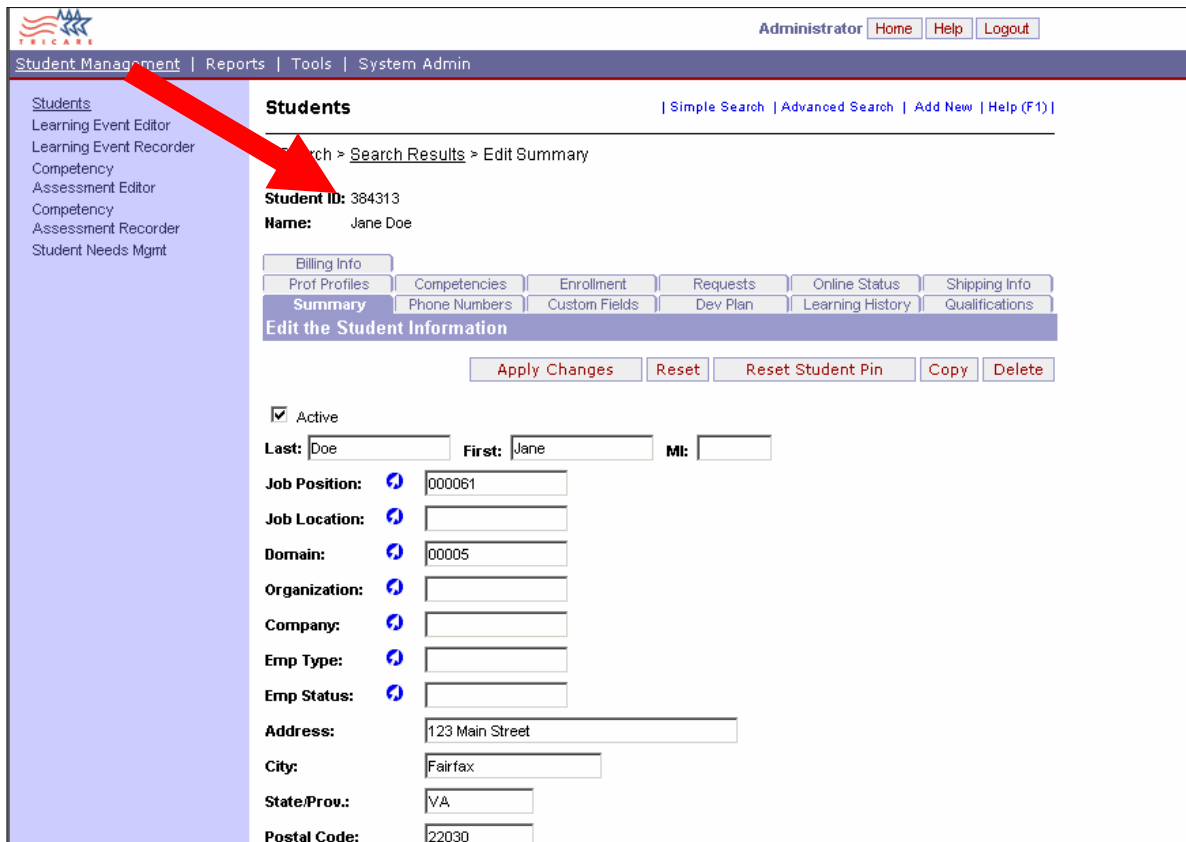
The screenshot displays the TRICARE Administrator web application. The top navigation bar includes the TRICARE logo, the user role 'Administrator', and links for 'Home', 'Help', and 'Logout'. Below this is a secondary navigation bar with links for 'Student Management', 'Reports', 'Tools', and 'System Admin'. On the left side, a vertical menu lists various functions: 'Students', 'Learning Event Editor', 'Learning Event Recorder', 'Competency', 'Assessment Editor', 'Competency', 'Assessment Recorder', and 'Student Needs Mgmt'. The main content area is titled 'Students' and includes links for 'Simple Search', 'Advanced Search', 'Add New', and 'Help (F1)'. Below the title, there is a 'Simple Search' section with a 'Search' button and a 'Results' tab. The 'Results' tab is active, showing a table of student records. The table has two columns: 'Student ID' and 'Name'. Each row in the table has a set of links: 'View', 'Edit', 'Delete', and 'Copy'. A red arrow points to the 'Edit' link for the student with ID 384313.

Student ID	Name	View	Edit	Delete	Copy
104001	Doe, Alton E	View	Edit	Delete	Copy
296629	Doe, Edwin C	View	Edit	Delete	Copy
220516	Doe, Erin A	View	Edit	Delete	Copy
325457	Doe, Jane X	View	Edit	Delete	Copy
384313	Doe, Jane	View	Edit	Delete	Copy
377063	Doe, John j	View	Edit	Delete	Copy
6389	Doe, Panthooh M.	View	Edit	Delete	Copy

Training Administrator Functionality

Locating Student IDs (3 of 3)

3. Locate the Student ID on the top of the Student Summary screen



The screenshot shows the TRICARE Administrator interface. The top navigation bar includes 'Administrator', 'Home', 'Help', and 'Logout'. Below this is a menu bar with 'Student Management', 'Reports', 'Tools', and 'System Admin'. The left sidebar lists various functions: 'Students', 'Learning Event Editor', 'Learning Event Recorder', 'Competency', 'Assessment Editor', 'Competency', 'Assessment Recorder', and 'Student Needs Mgmt'. The main content area is titled 'Students' and includes links for 'Simple Search', 'Advanced Search', 'Add New', and 'Help (F1)'. A breadcrumb trail shows 'Search > Search Results > Edit Summary'. The 'Student ID' is 384313, and the 'Name' is Jane Doe. Below this are tabs for 'Billing Info', 'Prof Profiles', 'Competencies', 'Enrollment', 'Requests', 'Online Status', 'Shipping Info', 'Summary', 'Phone Numbers', 'Custom Fields', 'Dev Plan', 'Learning History', and 'Qualifications'. The 'Summary' tab is selected, and the 'Edit the Student Information' section is visible. This section includes a checkbox for 'Active', fields for 'Last', 'First', and 'MI', and a list of fields with dropdown menus: 'Job Position', 'Job Location', 'Domain', 'Organization', 'Company', 'Emp Type', and 'Emp Status'. At the bottom are fields for 'Address', 'City', 'State/Prov.', and 'Postal Code'.

Administrator | Home | Help | Logout

Student Management | Reports | Tools | System Admin

Students | Simple Search | Advanced Search | Add New | Help (F1)

Search > Search Results > Edit Summary

Student ID: 384313
Name: Jane Doe

Billing Info | Prof Profiles | Competencies | Enrollment | Requests | Online Status | Shipping Info
Summary | Phone Numbers | Custom Fields | Dev Plan | Learning History | Qualifications

Edit the Student Information

Apply Changes | Reset | Reset Student Pin | Copy | Delete

☒ Active

Last: Doe | First: Jane | MI:

Job Position: 000061
Job Location:
Domain: 00005
Organization:
Company:
Emp Type:
Emp Status:

Address: 123 Main Street
City: Fairfax
State/Prov.: VA
Postal Code: 22030

Inactivating Student Accounts (1 of 2)

- You must inactivate students who are no longer at your facility
 - Do NOT delete the students
- This allows for them to be activated upon arrival at the new facility or re-entry into the Service
 - The Training Administrator at the receiving facility is responsible for activating the student and changing their domain and email address
- If students are not inactivated they will still appear on your custom report
 - This could negatively impact completion statistics

Training Administrator Functionality

Inactivating Student Accounts (2 of 2)

1. Select **Edit** from the Search Results screen
2. Remove the check in the “Active” checkbox
3. Select **Apply Changes**

The screenshot displays the TASCARE Student Management interface. The top navigation bar includes links for **Administrator**, **Home**, **Help**, and **Logout**. Below this, a menu bar shows **Student Management**, **Reports**, **Tools**, and **System Admin**. The left sidebar lists various functions: **Students**, **Learning Event Editor**, **Learning Event Recorder**, **Competency Assessment Editor**, **Competency Assessment Recorder**, and **Student Needs Mgmt**. The main content area is titled **Students** and includes links for **Simple Search**, **Advanced Search**, **Add New**, and **Help (F1)**. The breadcrumb trail indicates the path: **Search > Search Results > Edit Summary**. The student's details are shown: **Student ID:** 384313, **Name:** Jane Doe. Below this, there are tabs for **Billing Info**, **Prof Profiles**, **Competencies**, **Enrollment**, **Requests**, **Online Status**, **Shipping Info**, **Summary** (selected), **Phone Numbers**, **Custom Fields**, **Dev Plan**, **Learning History**, and **Qualifications**. The **Edit the Student Information** section contains a row of buttons: **Apply Changes**, **Reset**, **Reset Student Pin**, **Copy**, and **Delete**. Below these buttons, the **Active** checkbox is checked. The form also includes fields for **Last:** Doe, **First:** Jane, **MI:** (empty), **Job Position:** 000061, **Job Location:** (empty), **Domain:** 00005, **Organization:** (empty), **Company:** (empty), **Emp Type:** (empty), and **Emp Status:** (empty). A red arrow points to the **Active** checkbox, and another red arrow points to the **Apply Changes** button.

Deleting Duplicate Student Accounts

- Student accounts should only be deleted if they have registered more than once
 - Rather than delete an account, inactivate it when a student is no longer associated with your MTF
- *Note: Student accounts cannot be merged*
- Check the student's "Learning History" to determine which account to delete
 - Print a copy of the learning history for the account to be deleted
 - Give credit for courses completed in the account that is not being deleted
- All "Learning History" will be lost when the student ID is deleted

Training Administrator Functionality

Deleting Student Accounts (1 of 2)

1. Search for the Student
2. Select **Delete** from the Search Results screen

The screenshot displays the TRICARE Administrator web application. The top navigation bar includes the TRICARE logo, the role 'Administrator', and links for 'Home', 'Help', and 'Logout'. Below this is a secondary navigation bar with 'Student Management', 'Reports', 'Tools', and 'System Admin'. A left-hand sidebar lists various functions: 'Students', 'Learning Event Editor', 'Learning Event Recorder', 'Competency', 'Assessment Editor', 'Competency', 'Assessment Recorder', and 'Student Needs Mgmt'. The main content area is titled 'Students' and includes links for 'Simple Search', 'Advanced Search', 'Add New', and 'Help (F1)'. It shows a 'Simple Search' result with a 'View Student Results' button. Below this is a table of student records. A red arrow points to the 'Delete' link in the action column for the student with ID 377063.

Student ID	Name	View	Edit	Delete	Copy
104001	Doe, Alton E	View	Edit	Delete	Copy
296629	Doe, Edwin C	View	Edit	Delete	Copy
220516	Doe, Erin A	View	Edit	Delete	Copy
325457	Doe, Jane X	View	Edit	Delete	Copy
384313	Doe, Jane	View	Edit	Delete	Copy
377063	Doe, John j	View	Edit	Delete	Copy
6389	Doe, Panthooh M.	View	Edit	Delete	Copy

Training Administrator Functionality

Deleting Student Accounts (2 of 2)

3. Select **OK** to verify the Student's deletion

The screenshot displays the TRICARE Administrator web application. The top navigation bar includes the TRICARE logo, the role 'Administrator', and links for 'Home', 'Help', and 'Logout'. Below this is a secondary navigation bar with 'Student Management', 'Reports', 'Tools', and 'System Admin'. A left-hand sidebar lists various functions: 'Students', 'Learning Event Editor', 'Learning Event Recorder', 'Competency', 'Assessment Editor', 'Competency', 'Assessment Recorder', and 'Student Needs Mgmt'. The main content area is titled 'Students' and includes links for 'Simple Search', 'Advanced Search', 'Add New', and 'Help (F1)'. Below the title, there is a 'Simple Search' section with 'Search' and 'Results' tabs. The 'Results' tab is active, showing a table of student records. A confirmation dialog box from Microsoft Internet Explorer is overlaid on the table, asking 'Are you sure you want to delete this Student?'. The dialog has 'OK' and 'Cancel' buttons. A large red arrow points from the bottom left towards the 'OK' button. The table contains the following data:

Student ID	Name	View	Edit	Delete	Copy
104001	Doe, Alton E	View	Edit	Delete	Copy
296629	Doe, Edwin C	View	Edit	Delete	Copy
220516	Doe, E	View	Edit	Delete	Copy
325457	Doe, E	View	Edit	Delete	Copy
384313	Doe, E	View	Edit	Delete	Copy
377063	Doe, E	View	Edit	Delete	Copy
6389	Doe, F	View	Edit	Delete	Copy

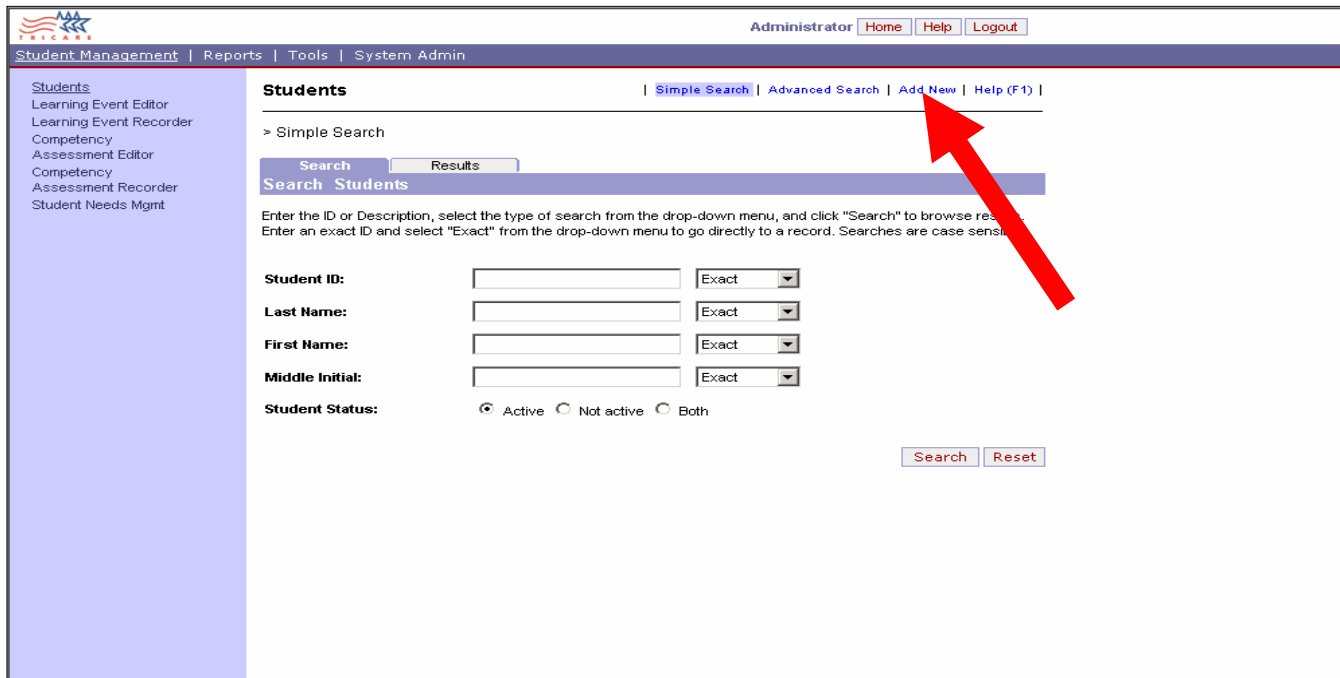
Creating New Students (1 of 4)

- The LMS is a Self-Registration tool
 - Students should use the Self-Registration process
- Administrators should add new students under very limited circumstances, for example
 - If the student does not have access to a computer
 - If the student does not speak English
 - If course is taught in a classroom environment
- The Administrator is responsible for assigning the password and Student ID

Training Administrator Functionality

Creating New Students (2 of 4)

1. Select **Add New** from the Student Management screen



The screenshot shows the 'Students' management interface. At the top, there's a navigation bar with 'Administrator', 'Home', 'Help', and 'Logout'. Below it, a menu bar includes 'Student Management', 'Reports', 'Tools', and 'System Admin'. A left sidebar lists various functions: 'Students', 'Learning Event Editor', 'Learning Event Recorder', 'Competency', 'Assessment Editor', 'Competency Assessment Recorder', and 'Student Needs Mgmt'. The main content area is titled 'Students' and includes links for 'Simple Search', 'Advanced Search', 'Add New', and 'Help (F1)'. A red arrow points to the 'Add New' link. Below the links, there's a 'Simple Search' section with a 'Search' tab and a 'Results' tab. The 'Search' tab is active, showing a 'Search Students' section. It contains instructions: 'Enter the ID or Description, select the type of search from the drop-down menu, and click "Search" to browse results. Enter an exact ID and select "Exact" from the drop-down menu to go directly to a record. Searches are case sensitive.' Below this, there are four input fields for 'Student ID:', 'Last Name:', 'First Name:', and 'Middle Initial:', each followed by a dropdown menu set to 'Exact'. At the bottom, there's a 'Student Status' section with radio buttons for 'Active' (selected), 'Not active', and 'Both'. At the bottom right, there are 'Search' and 'Reset' buttons.

Training Administrator Functionality

Creating New Students (3 of 4)

2. Check “Auto Generate”
3. Enter Name
4. Select Job Position
5. Enter Domain
6. Enter email address
7. Select **Add**

The screenshot displays the TRICARE Student Management interface. The top navigation bar includes links for Student Management, Reports, Tools, and System Admin. The left sidebar lists various functions under the 'Students' category. The main content area is titled 'Students' and includes a 'Simple Search' bar. Below this, there is a section for 'Add New Student Information'. A red asterisk indicates required fields. The form contains several input fields: Student ID (123456), Active (checked), Last (Doe), First (Jane), MI (), Job Position (000061), Job Location (), Domain (00005), Organization (), Company (), Emp Type (), Emp Status (), Address (123 Main Street), City (Fairfax), State/Prov. (VA), Postal Code (22030), Country (USA), and Email Address (jdoe@email.osd.mil). A checkbox for 'Auto Generate' is checked. At the top right of the form, there are 'Add' and 'Reset' buttons. A large red arrow points to the 'Add' button.

Administrator [Home](#) [Help](#) [Logout](#)

[Student Management](#) | [Reports](#) | [Tools](#) | [System Admin](#)

[Students](#)
Learning Event Editor
Learning Event Recorder
Competency
Assessment Editor
Competency
Assessment Recorder
Student Needs Mgmt

Students | [Simple Search](#) | [Advanced Search](#) | [Add New](#) | [Help \(F1\)](#)

> Add New

Add New Student Information

* = Required Fields

* Student ID:

Active: ☒

Last: First: MI:

Job Position:

Job Location:

Domain:

Organization:

Company:

Emp Type:

Emp Status:

Address:

City:

State/Prov.:

Postal Code:

Country:

Email Address:

☒ Auto Generate

[Add](#) [Reset](#)

Training Administrator Functionality

Creating New Students (4 of 4)

Note: You do not have to create a password for new students

8. Scroll to the bottom of the page
9. Enter a password in the New Password and Verify Password fields
10. Select **Apply Changes**

The screenshot displays the ITRCARE Student Management interface. The top navigation bar includes 'Administrator', 'Home', 'Help', and 'Logout'. The left sidebar lists various functions: 'Students', 'Learning Event Editor', 'Learning Event Recorder', 'Competency Assessment Editor', 'Competency Assessment Recorder', and 'Student Needs Mgmt'. The main form area contains fields for 'City' (Fairfax), 'State/Prov.' (VA), 'Postal Code' (22030), 'Country' (USA), 'Email Address' (jdoe@email.osd.mil), 'Hired' (04/01/2004), 'Terminated' (4/9/2004), 'Supervisor', 'Resume', 'Comments', 'Language' (English), 'Date Format' (M / D / YYYY (4/9/2004)), and 'Time Format' (24 hour (10:02:08)). Below these fields are buttons for 'Apply Changes', 'Reset', 'Reset Student Pin', 'Copy', and 'Delete'. At the bottom, the 'Password Properties' section includes 'New Password' and 'Verify Password' fields, with 'Apply Changes' and 'Reset' buttons below them. A large red arrow points from the 'Apply Changes' button in the Password Properties section towards the bottom right corner of the slide.

New Functionality

New Custom Fields

- Four new custom fields are available in each student record
 - Deployed
 - Training Administrator
 - Privacy Officer
 - Security Officer
- Only Training Administrators have access to these fields

New Functionality

New Custom Fields- Deployed

- Deployed students are not included in the training completion statistics
- The number of deployed students appears in the custom reports
- This field was added in response to user input
- Training Admins are responsible for accurately maintaining student records

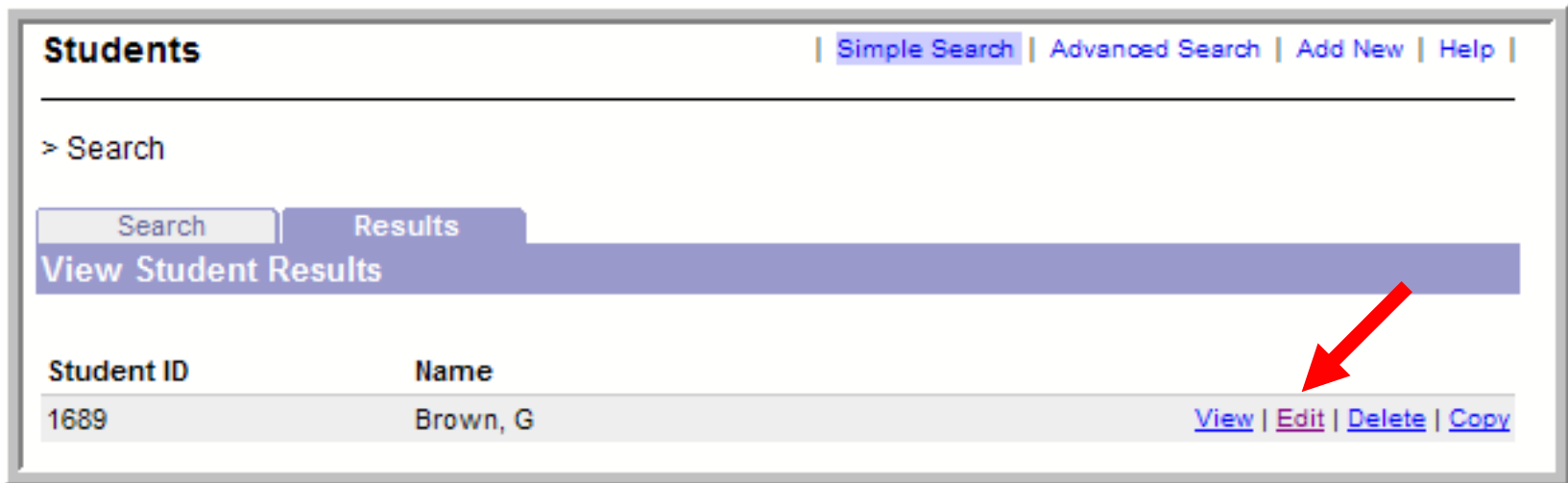
New Custom Fields- Training Admins, Privacy and Security Officers

- These fields will aid in compliance reporting
 - The new fields are available as search criteria in the advanced search
 - When combined with the Domain in a search, the results will be all individuals assigned as those roles pertinent to that organization

New Functionality: Custom Fields

Designating a Student as Deployed (1 of 3)

1. Locate the student by searching on known criteria
2. Click on the Edit hyperlink



Students | [Simple Search](#) | [Advanced Search](#) | [Add New](#) | [Help](#) |

> Search

[Search](#) [Results](#)

View Student Results

Student ID	Name	
1689	Brown, G	View Edit Delete Copy

New Functionality: Custom Fields

Designating a Student as Deployed (2 of 3)


3. Click on the Custom Fields tab

> Search > Search Results > Edit Summary

Student ID: 1689
Name: Brown, G

Commerce	Account Code	Catalog Preview	Preferences		
Prof Profiles	Competencies	Enrollment	Requests	Online Status	Assessments
Summary	Phone Numbers	Custom Fields	Dev Plan	Learning History	Qualifications

Edit the Student Information



New Functionality: Custom Fields

Designating a Student as Deployed (3 of 3)


4. Enter **YES** in Value column for Deployed
5. Click **Apply Changes**


Student ID: 1689
Name: Brown, G

Commerce	Account Code	Catalog Preview	Preferences		
Prof Profiles	Competencies	Enrollment	Requests	Online Status	Assessments
Summary	Phone Numbers	Custom Fields	Dev Plan	Learning History	Certifications

Edit the Custom Fields for the Student

Apply Changes **Reset**

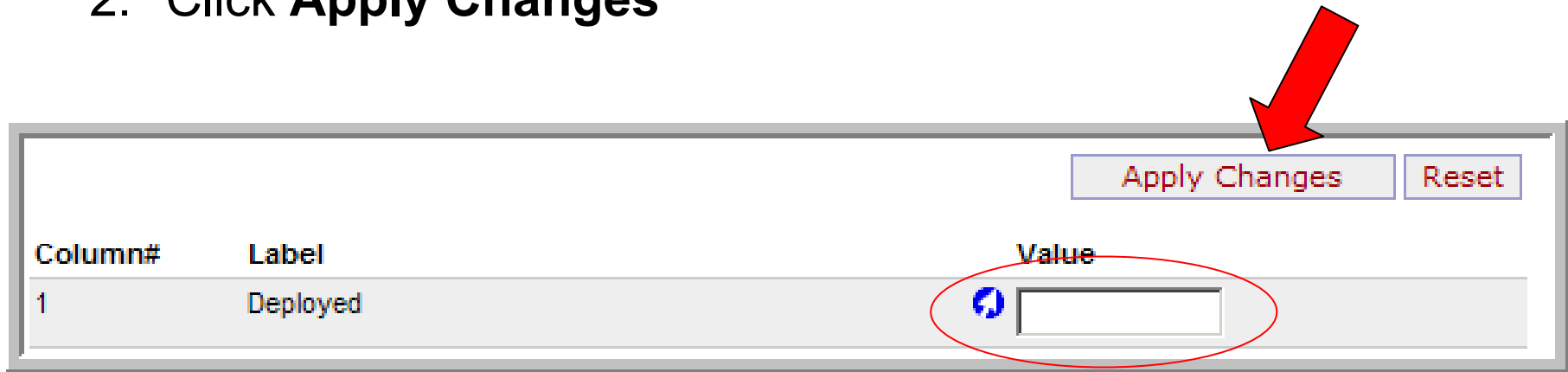
Column#	Label	Value
1	Deployed	 <input type="text" value="Yes"/>




New Functionality: Custom Fields

Removing Deployed Status

1. Delete “**Yes**” from the Value column for Deployed
2. Click **Apply Changes**



Column#	Label	Value
1	Deployed	

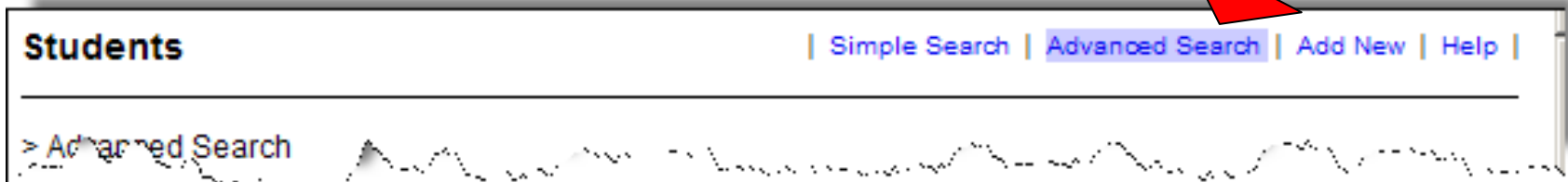
Apply Changes Reset

Note: There is no “NO” selection. The only option is “Yes” or blank. Blank implies “NO.”

New Functionality: Searching Custom Fields

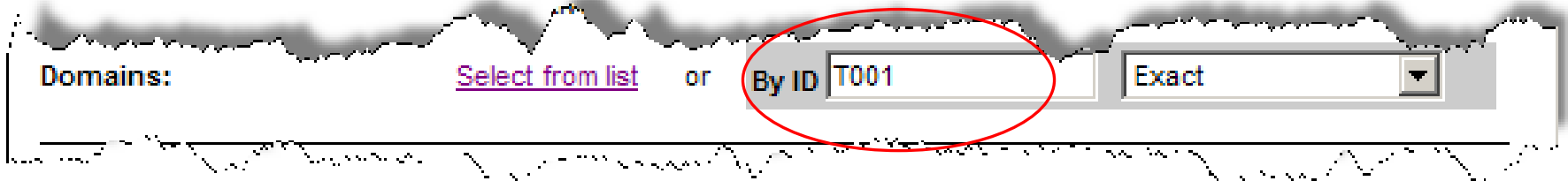
Searching for Deployed Students (1 of 2)

1. Log in
2. Click **Student Management**
3. Click **Advanced Search**



A screenshot of a web application interface for managing students. At the top, there is a header bar with the title 'Students' on the left and a navigation menu on the right containing links: 'Simple Search', 'Advanced Search' (which is highlighted in blue), 'Add New', and 'Help'. Below the header, there is a sub-header area with a link '> Advanced Search'.

4. Enter your Domain



A screenshot of the search interface. It shows a section labeled 'Domains:'. To the right of this label are two options: a link 'Select from list' and the text 'or'. Following 'or' is a search input area. This area contains the text 'By ID' followed by a text box containing 'T001'. To the right of this text box is a dropdown menu currently showing 'Exact'. A red oval is drawn around the 'By ID' text and the 'T001' text box.

New Functionality: Searching Custom Fields

Searching for Deployed Students (2 of 2)

5. Enter **Yes** in the Deployed: by ID text field Click **Student Management**
6. Click **Search**





Deployed: [Select from list](#) or By ID

Security Officer: [Select from list](#) or By ID

Note: This does not create a report, but search results can be printed using the print function of your browser

New Functionality: Custom Fields

Other Custom Fields

Column#	Label	Value
1	Deployed	 <input type="text"/>
2	Training Administrator	 <input type="text"/>
3	Privacy Officer	 <input type="text"/>
4	Security Officer	 <input type="text"/>

- These custom fields work exactly the same as the “deployed” custom field

New Functionality: Custom Fields

Multiple Custom Fields

- Selecting multiple fields for the search criteria results in an “and” functionality, not an “or”
 - Example:
 - Selecting Training Administrator and Deployed results in only those individuals who fulfill **both** criteria being returned in the search

Training Administrator Functionality

Granting Course Credit

- As a Training Administrator, you can grant course credit in the following instances:
 - Training was given in a group/classroom setting
 - A student got deleted from the system but still has his/her certificates
 - A duplicate record exists and you are combining the multiple student records
 - Note: There is no merge capability in the LMS
- Print certificates upon completion of a course

Granting Course Credit: Learning Event Recorder (1 of 10)

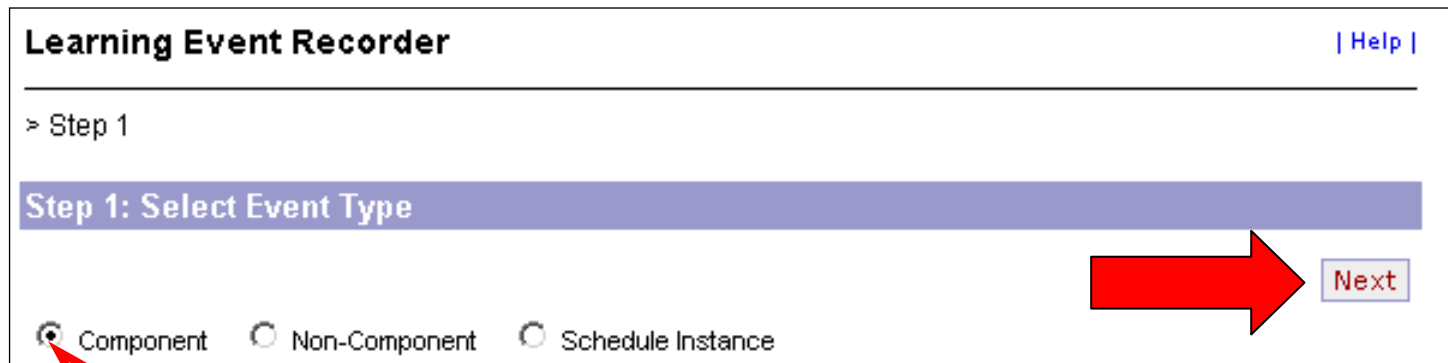
- The Learning Event Recorder is a wizard that will step you through the process of granting credit for completed courses
1. Select [Learning Event Recorder](#)



Granting Course Credit: Learning Event Recorder (2 of 10)

- Event Type as Component is selected by default

2. Click **Next**

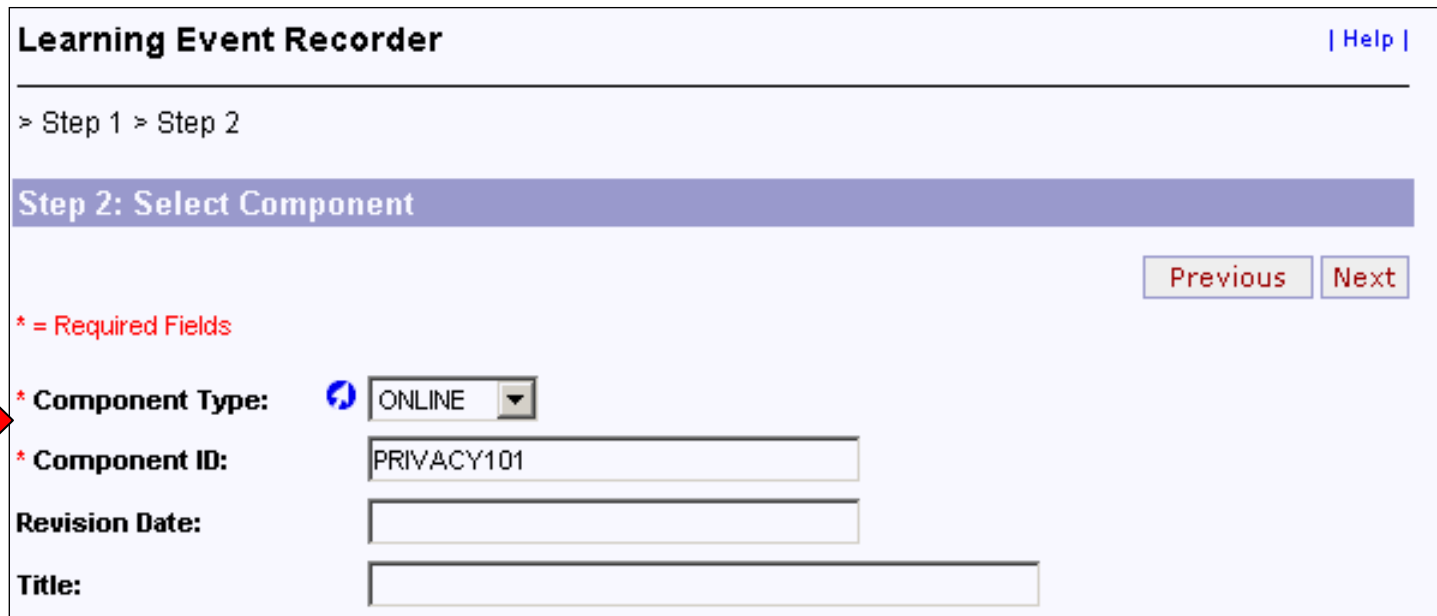


The screenshot shows the 'Learning Event Recorder' window. At the top, there is a title bar with 'Learning Event Recorder' on the left and a '| Help |' link on the right. Below the title bar, there is a breadcrumb trail '> Step 1'. The main content area has a header 'Step 1: Select Event Type' on a light blue background. Below this header, there are three radio buttons: 'Component' (which is selected), 'Non-Component', and 'Schedule Instance'. To the right of the radio buttons, there is a large red arrow pointing towards a 'Next' button.

Always use
"Component"

Granting Course Credit: Learning Event Recorder (3 of 10)

3. Enter Component Type
4. Enter Component ID (must be all capital letters)




Learning Event Recorder [| Help |](#)

> Step 1 > Step 2

Step 2: Select Component

[Previous](#) [Next](#)

* = Required Fields

* **Component Type:** 

* **Component ID:**

Revision Date:

Title:

Granting Course Credit: Learning Event Recorder (4 of 10)

5. Complete required fields

6. Click **Next**




Learning Event Recorder [| Help |](#)

> Step 1 > Step 2 > Step 3

Step 3: Enter Learning Event Information

PreviousNext

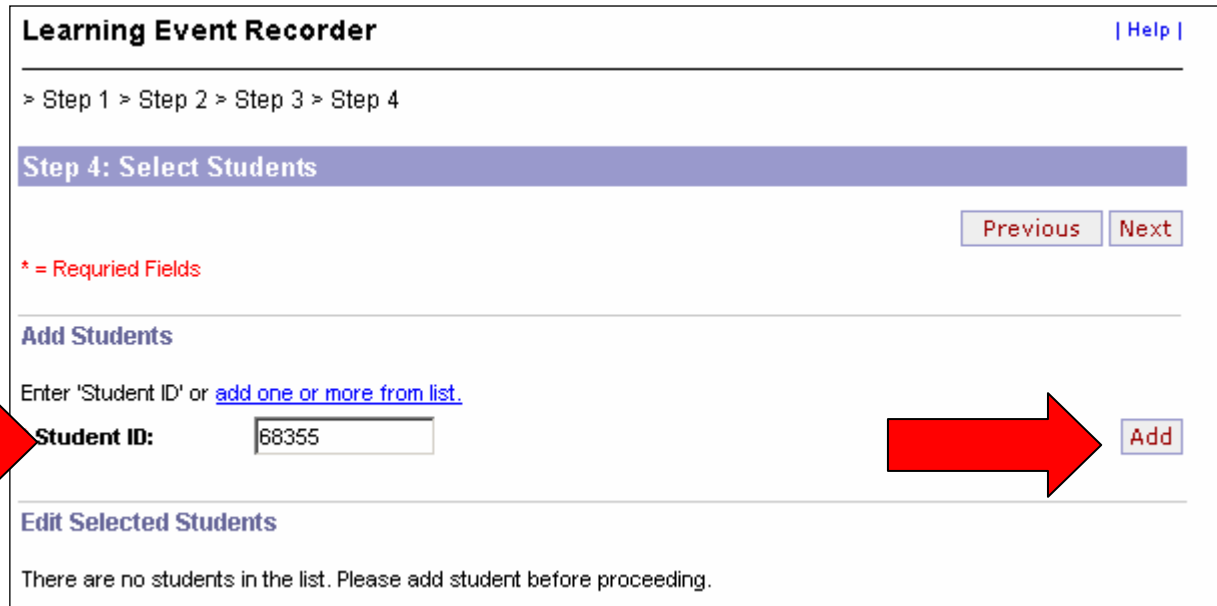
* = Required Fields

Component:	ONLINE PRIVACY101 (Rev 1/16/2003 01:28:24 PM Eastern Standard Time)
Title:	Privacy Awareness
Instructor:	 <input type="text"/>
Default Grade:	<input type="text"/>
* Default Completion Status:	COMPLETE (Completed Online Course) - For Credit ▾
* Completion Date: (1/1/2003)	 7/9/2004
* Completion Time: (10:20:23 AM)	04:41:41 PM
* Time Zone:	 EST
Default Price (USD): (1000,001.01)	<input type="text"/>
Total Hours: (1000,001.01)	<input type="text"/>
Credit Hours: (1000,001.01)	<input type="text"/>
Contact Hours: (1000,001.01)	<input type="text"/>
CPE: (1000,001.01)	<input type="text"/>

Granting Course Credit: Learning Event Recorder (5 of 10)

7. Enter Student IDs

8. Click [Add](#)



Learning Event Recorder [| Help |](#)

> Step 1 > Step 2 > Step 3 > Step 4

Step 4: Select Students

[Previous](#) [Next](#)

** = Required Fields*

Add Students

Enter 'Student ID' or [add one or more from list.](#)

Student ID: [Add](#)

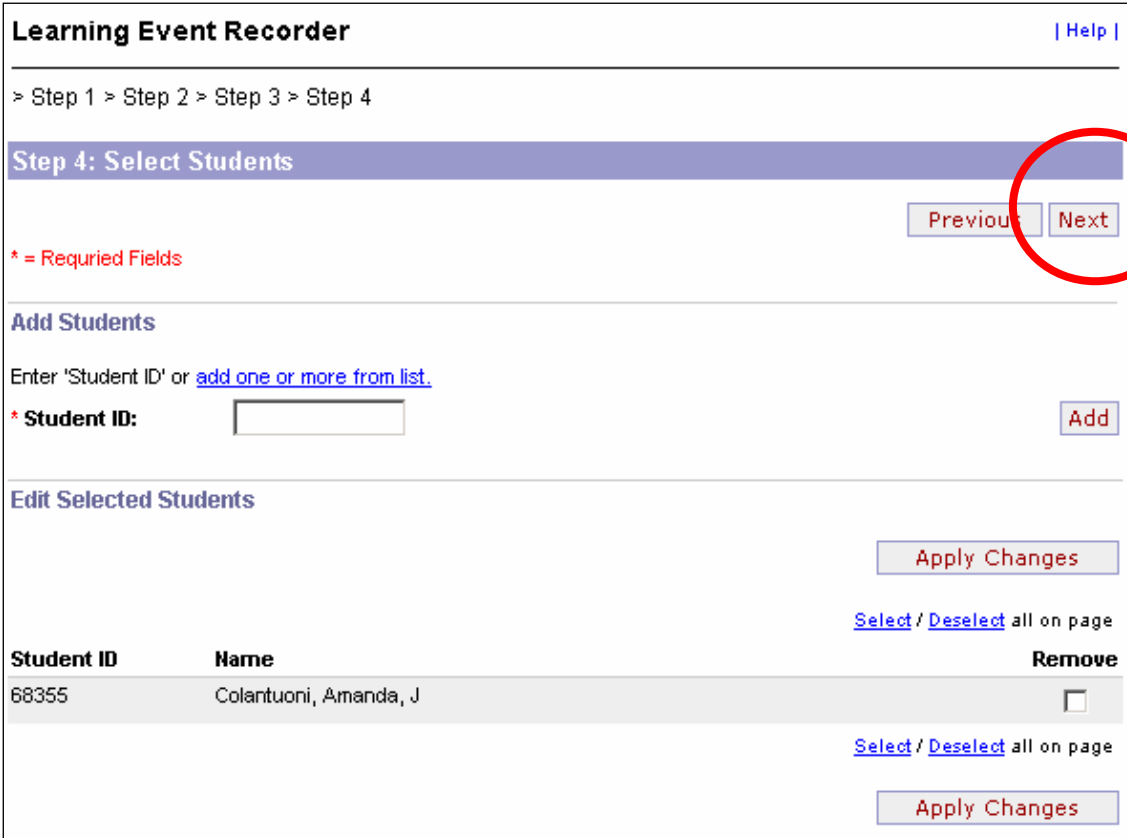
Edit Selected Students

There are no students in the list. Please add student before proceeding.

Granting Course Credit: Learning Event Recorder (6 of 10)

9. Student is added to the list

10. Click **Next**



Learning Event Recorder | [Help](#)

> Step 1 > Step 2 > Step 3 > Step 4

Step 4: Select Students

[Previous](#) [Next](#)

* = Required Fields

Add Students

Enter 'Student ID' or [add one or more from list](#).

* **Student ID:** [Add](#)

Edit Selected Students

[Apply Changes](#)

[Select](#) / [Deselect](#) all on page

Student ID	Name	Remove
68355	Colantuoni, Amanda, J	<input type="checkbox"/>

[Select](#) / [Deselect](#) all on page

[Apply Changes](#)

Granting Course Credit: Learning Event Recorder (7 of 10)

11. Click [Next](#)

Learning Event Recorder [| Help |](#)

> Step 1 > Step 2 > Step 3 > Step 4 > Step 5

Step 5: Edit Student Event Information

[Previous](#) [Next](#)

Student	Comments	Grade	Status
68355 (Colantuoni, Amanda, J)	<input type="text"/>	<input type="text"/>	COMPLETE (Completed Online Course) - For Credit <input type="button" value="v"/>


Granting Course Credit: Learning Event Recorder (8 of 10)

12. Click [Next](#)

Learning Event Recorder [| Help |](#)

> Step 1 > Step 2 > Step 3 > Step 4 > Step 5 > Step 6

Step 6: Edit Student Event Financial Information

 [Next](#)

For each student you may either enter the Price and Cost and Profit Centers or you may enter an order ticket.

Student	Price (USD) (1000,001.01)	Cost Center Account Codes	Profit Center Account Codes	Order Ticket
68355 (Colantuoni, Amanda, J)	<input type="text"/>	<input type="text"/>		<input type="text"/>

[Edit](#)

Granting Course Credit: Learning Event Recorder (9 of 10)

13. Click [Finish](#)

Learning Event Recorder [| Help |](#)

> Step 1 > Step 2 > Step 3 > Step 4 > Step 5 > Step 6 > Step 7

Step7: Record Event

Previous

Finish

Component: ONLINE **PRIVACY101** (Rev 1/16/2003 01:28:24 PM Eastern Standard Time)
Component Title: Privacy Awareness
Instructor:
Completion Date: 7/9/2004 06:49:39 PM Eastern Standard Time
Contact Hours:
Auto Competency: ☐
Total Hours:
CPE:
Default Tuition:
Credit Hours:

Student	Status	Grade	Price Cost (USD)	Centers	Profit Centers	Order Ticket
68355 (Colantuoni, Amanda, J)	COMPLETE (Completed Online Course)					

Comments:

Granting Course Credit: Learning Event Recorder (10 of 10)

14. View Status

Finished

Status:

- The learning event has been successfully recorded.

Start Over

Generate Completion Certificates

Learning event that provide credits have been successfully recorded for the following student(s).

Student ID	Name
68355	Colantuoni, Amanda, J

PrintEmail

Granting Course Credit: Development Plan (1 of 4)

This gives credit for the course ONLY, not the exam

1. Search for the Student
2. Select **Edit** from the Search Results screen
3. Access Students Development Plan

The screenshot displays the TRICARE Student Management interface. At the top, there's a navigation bar with 'Student Management | Reports | Tools | System Admin'. Below this, a sidebar on the left lists various functions like 'Students', 'Learning Event Editor', etc. The main content area is titled 'Students' and shows details for a specific student: 'Student ID: 384313' and 'Name: Jane Doe'. A series of tabs are visible, including 'Billing Info', 'Prof Profiles', 'Competencies', 'Enrollment', 'Requests', 'Online Status', 'Shipping Info', 'Summary', 'Phone Numbers', 'Custom Fields', 'Dev Plan', 'Learning History', and 'Qualifications'. The 'Dev Plan' tab is highlighted with a red arrow. Below the tabs, there's a section for 'Edit the Student Information' with fields for 'Last', 'First', 'MI', 'Job Position', 'Job Location', 'Domain', 'Organization', 'Company', 'Emp Type', 'Emp Status', and 'Address'. A red arrow also points to the 'Apply Changes' button.

Training Administrator Functionality

Granting Course Credit: Development Plan (2 of 4)

4. Select the **Object Details** link for the course for which you will grant credit

The screenshot shows the 'Edit Development Plan' page for a student. The page includes a sidebar with navigation links, a top navigation bar, and a main content area. The main content area displays the student's information and a table of development plan components. A red arrow points to the 'Object Details' link in the first row of the table.

Students | Simple Search | Advanced Search | Add New | Help (F1) |

> Search > Search Results > Edit Development Plan

Student ID: 384313
Name: Doe, Jane

Update the Development Plan for the Student

View: ☐ All ☒ Needs ☐ Requirements **Sort By:** Component

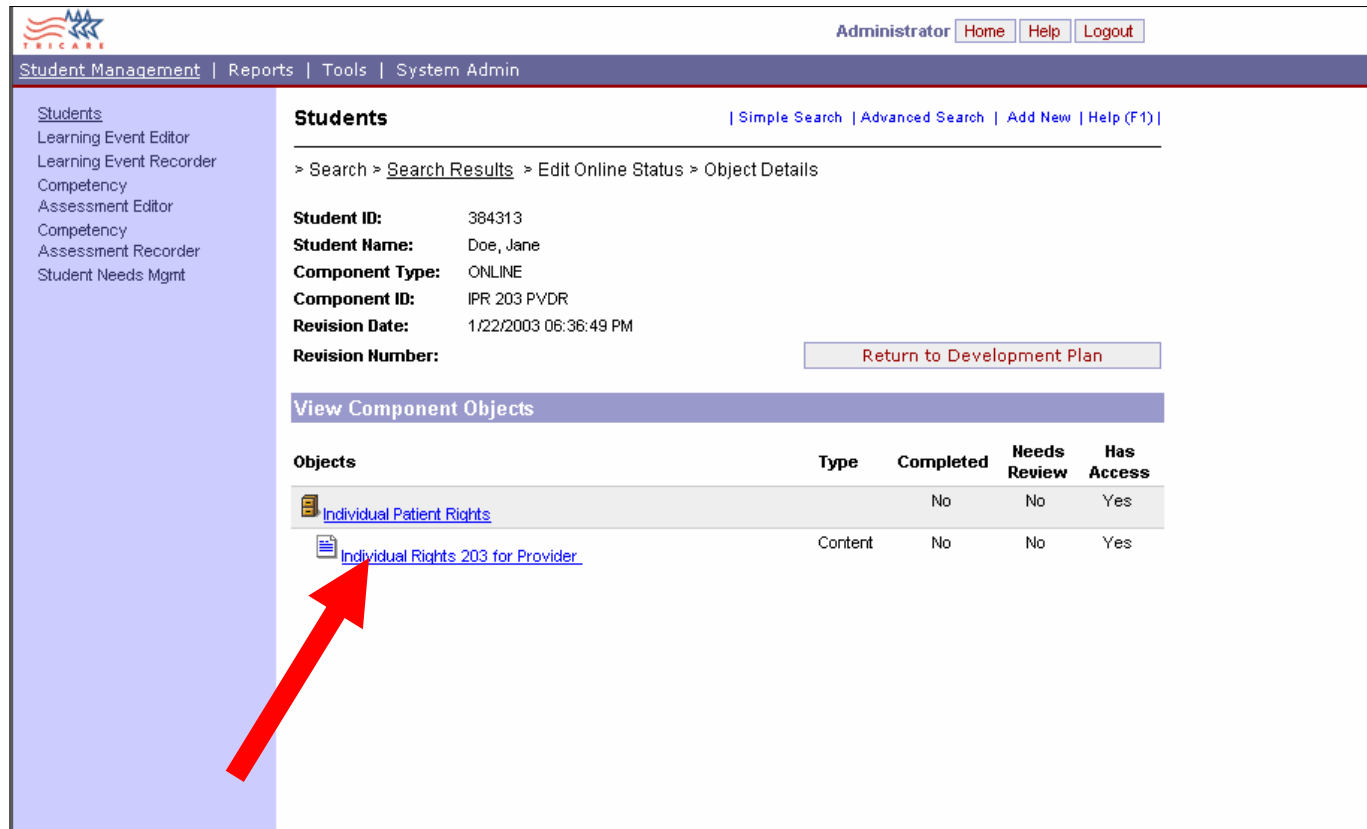
Show Duplicates: Yes **Apply Changes** **Reset**

[Select](#) / [Deselect](#) all on page



Component	Title	Add User	Learning Information	Remove
ONLINE IPR 203 PVDR (Rev 1/22/2003 06:36:49 PM)	Individual Patient Rights	Admin	Reqd. Date: <input type="text"/> Days Rem: <input type="text"/> Req Type: OPTIONAL	Qual ID: ASS Compl Date: <input type="text"/> Assigned: 4/7/2004 Object Details
ONLINE HPP 202 PVDR (Rev 1/21/2003 08:04:15 PM)	Notice of Privacy Practices	Admin	Reqd. Date: <input type="text"/> Days Rem: <input type="text"/> Req Type: REQ	Qual ID: ASS Compl Date: <input type="text"/> Assigned: 4/7/2004 Object Details
ONLINE PHI 201 PVDR (Rev 1/21/2003 08:09:25 PM)	Protected Health Information	Admin	Reqd. Date: <input type="text"/> Days Rem: <input type="text"/> Req Type: REQ	Qual ID: ASS Compl Date: <input type="text"/> Assigned: 4/7/2004 Object Details
ONLINE PRIVACY101 (Rev 1/16/2003 01:28:24 PM)	Privacy Awareness	Admin	Reqd. Date: <input type="text"/> Days Rem: <input type="text"/> Req Type: REQ	Qual ID: ASS Compl Date: <input type="text"/> Assigned: 4/7/2004 Object Details

Granting Course Credit: Development Plan (3 of 4)

5. Click on the name of the course



The screenshot shows the TRICARE Administrator interface. The top navigation bar includes 'Administrator', 'Home', 'Help', and 'Logout'. The main navigation bar lists 'Student Management', 'Reports', 'Tools', and 'System Admin'. The left sidebar contains links for 'Students', 'Learning Event Editor', 'Learning Event Recorder', 'Competency', 'Assessment Editor', 'Competency', 'Assessment Recorder', and 'Student Needs Mgmt'. The main content area is titled 'Students' and includes links for 'Simple Search', 'Advanced Search', 'Add New', and 'Help (F1)'. Below this, a breadcrumb trail shows '> Search > Search Results > Edit Online Status > Object Details'. The 'Student ID' is 384313, 'Student Name' is Doe, Jane, 'Component Type' is ONLINE, 'Component ID' is IPR 203 PVDR, 'Revision Date' is 1/22/2003 06:36:49 PM, and 'Revision Number' is blank. A 'Return to Development Plan' button is visible. Below this is a section titled 'View Component Objects' containing a table of objects.

Objects	Type	Completed	Needs Review	Has Access
 Individual Patient Rights		No	No	Yes
 Individual Rights 203 for Provider	Content	No	No	Yes

Granting Course Credit: Development Plan (4 of 4)

6. Check the “Finished” box
7. Check the “Complete as of” box
8. Select **Apply Changes**

The screenshot displays the 'Edit Content Object' page in the Training Administrator system. The page includes a sidebar with navigation links, a top navigation bar, and a main content area. The main content area shows details for a student and the object being edited. Red arrows highlight the 'Finished' checkbox, the 'Complete as of' date field, and the 'Apply Changes' button.

Administrators | Home | Help | Logout

Student Management | Reports | Tools | System Admin

Students | Simple Search | Advanced Search | Add New | Help (F1)

> Search > Search Results > Edit Online Status > Object Details > Edit Content Object

Student ID: 384313
Student Name: Doe, Jane
Component Type: ONLINE
Component ID: IPR 203 PVDR
Revision Date: 1/22/2003 06:36:49 PM
Revision Number:
Object Type: Content
Object Title: Individual Rights 203 for Provider

[Return to Component Objects](#)

Edit Content Object

[Apply Changes](#) [Reset](#)

Student Status

☒ Has Access

Initial Access:
Last Access:
Total Times: **Total Time:** (h:m am) n/a

Object Status

☐ Finished
☐ Needs Review
☐ Complete as of

Score:

[Apply Changes](#) [Reset](#)

Training Administrator Functions

Custom Reports

- A custom report can be run to determine completion percentages per qualification
 - Remember: Qualifications are comprised of components
- Components in a qualification (i.e., nursing) are determined by courses assigned to that job position
- Components in the Privacy Refresher qualification include the course and the exam
 - Exams will eventually be added to all courses

Custom Reports- New Formats

- There is still only one custom report
 - The format has been slightly changed
- New formats include:
 - An indication of deployed status
 - Amount of time students are delinquent in completing their training
 - Summary numbers of delinquent students
 - Identification of delinquent students by name
- Students who are designated as “deployed” will not affect your training completion statistics
 - “Deployed” students will appear on the report, however will not be included in the completion percentage

Training Administrator Functions

Custom Reports (1 of 11)

1. Select [Reports](#) to access the reporting function
2. Select [Custom Reports](#)
3. Click [Search](#) (leave fields blank)

Custom Reports | [Simple Search](#) | [Advanced Search](#) | [Add New](#) | [Help](#) |

> Search

Search | Results

Search Custom Reports

Enter the ID or Description, select the type of search from the drop-down menu, and click "Search" to browse results. Enter an exact ID and select "Exact" from the drop-down menu to go directly to a record. The search is case sensitive by default. You can choose case insensitive search which applies to criteria typed in. Be aware of case insensitive search could take long time.

Case sensitive search: ☒ Yes ☐ No

Report Name:

Description:

Custom Report Status: ☒ Active ☐ Not Active ☐ Both

Training Administrator Functions

Custom Reports (2 of 11)

4. Select **Run**



Pass Percentage Report	Pass Percentage Report	Run View Edit Delete
------------------------	------------------------	--

Training Administrator Functions

Custom Reports (3 of 11)

5. For Domain, click [Select from List](#)

Pass Percentage for Job Positions | [Run Report](#) | [Help](#)

> Run Report

Run Pass Percentage for Job Positions

ReportTitle:

Report Format: ☐ XML ☐ CSV ☐ HTML ☒ PDF

Report Header:

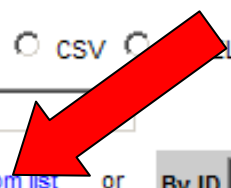
Domain: [Select from list](#) or By ID Exact

Qualification: [Select from list](#) or By ID Exact

Qualification Type: [Select from list](#) or By ID Exact

Include Student Details: ☐ Yes ☒ No ☐ High Level Report

[Run Report](#) [Schedule Job](#) [Reset](#)



Training Administrator Functions

Custom Reports (4 of 11)

6. Enter Domain ID
7. Click [Search](#)

Search Domains

[Search](#) [Reset](#)


Case sensitive search: ☒ Yes ☐ No

Domain ID:

Description:

Domain Type: [Select from list](#) or **By ID**

[Search](#) [Reset](#)



Training Administrator Functions

Custom Reports (5 of 11)

8. Check **Top Level Only**
9. Click **Add to filter**

Pass Percentage for Job Positions | [Run Report](#) | [Help](#) |

> [Run Report](#) > by Domain

[Create Filter](#) [View Filter](#)

Select Domains from List

[<< Search Again](#)


ID	Description	Levels	Top Level Only	Gain
T001	T001	0	<input checked="" type="checkbox"/>	

[Select / Deselect](#) all on page

[Add to Filter](#) [Reset](#)

[Select / Deselect](#) all on page

[Add to Filter](#) [Reset](#)



Training Administrator Functions

Custom Reports (6 of 11)

10. Click **Submit Filter**

> [Run Report](#) > by Domain

[Create Filter](#) [View Filter](#)

View Domain Results

Add IDs

To manually add **IDs** to your filter, enter the exact **IDs** (separate multiple entries with commas), and click **Add**. The filter IDs are case sensitive.

Domain ID: [Add](#)

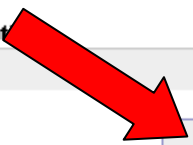
Edit Domain Results

Click **Submit Filter** to add the records listed to your filter. To remove record(s) from this list, use the checkboxes to select, and then click **Removed Checked IDs** to remove the selected records. To include **Sub Domains** of the selected records, click the corresponding checkbox in the **Include Sub Domains** column. Click **Reset** to revert to system default.

[Submit Filter](#) [Remove Checked IDs](#) [Reset](#)

Domain ID	Description	Levels	Remove Select / Deselect All	Include Sub Domains
T001	T001	0	<input type="checkbox"/>	No

[Submit Filter](#) [Remove Checked IDs](#) [Reset](#)



Training Administrator Functions

Custom Reports (7 of 11)

- You are returned to Run Pass Percentage for Job Positions
11. Select Qualification Type, [Select from list](#)


Pass Percentage for Job Positions | [Run Report](#) | [Help](#)

> Run Report

Run Pass Percentage for Job Positions

ReportTitle:

Report Format: ☐ XML ☐ CSV ☐ EXCEL ☐ HTML ☒ PDF

Report Header: 

Domain: [Select from list](#) or By ID

Qualification: [Select from list](#) or By ID

Qualification Type: [Select from list](#) or By ID

Include Student Details: ☐ Yes ☒ No ☐ High Level Report

Training Administrator Functions

Custom Reports (8 of 11)

12. Enter Qualification Type ID

13. Select **Search**

Create Filter

View Filter

Create Qualification Types Filter For Pass Percentage for Job Positions

Add IDs manually or create the filter using the search below. The search is case sensitive by default. You can choose case insensitive search which applies to criteria typed in. Be aware of case insensitive search could take long time.

Add IDs (separate multiple IDs using a comma)

Qualification Types ID:

Add

Search Qualification Types

SearchReset

Case sensitive search: ☒ Yes ☐ No

Qualification Type ID:

Description:

SearchReset

Training Administrator Functions

Custom Reports (9 of 11)

14. Select the Qualification Type

15. Select **Submit Selection**

Pass Percentage for Job Positions | [Run Report](#) | [Help](#) |

> [Run Report](#) > by Qualification Type

[Create Filter](#) [View Filter](#)

Select Qualification Types from list

[<< Search Again](#)

[Submit Selection](#) [Reset](#)

[Select / Deselect](#) all on page

ID	Description	Select
PR	PRIVACY REFRESHER	<input checked="" type="checkbox"/>

[Select / Deselect](#) all on page


[Submit Selection](#) [Reset](#)



Training Administrator Functions

Custom Reports (10 of 11)

16. Select [Submit Filter](#)



The screenshot displays a web interface for custom reports. At the top, there are three buttons: "Submit Filter", "Remove Checked IDs", and "Reset". Below these, there is a table with the following structure:

ID	Description	Remove
PR	PRIVACY REFRESHER	<input type="checkbox"/>

Below the table, there are two links: [Select](#) / [Deselect](#) all on page. At the bottom, there are three buttons: "Submit Filter", "Remove Checked IDs", and "Reset". A large red arrow points to the "Submit Filter" button.

Training Administrator Functions

Custom Reports (11 of 11)

17. Click Run Report


Pass Percentage for Job Positions | [Run Report](#) | [Help](#)

> Run Report

Run Pass Percentage for Job Positions

ReportTitle:

Report Format: ☐ XML ☐ CSV ☐ EXCEL ☐ HTML ☒ PDF

Report Header: 


Domain: [Select from list](#) or [By ID](#)

Qualification: [Select from list](#) or [By ID](#)

Qualification Type: [Select from list](#) or [By ID](#)

Include Student Details: ☐ Yes ☒ No ☐ High Level Report

[Run Report](#) [Schedule Job](#) [Reset](#)



Enhanced Reporting Functions: Custom Reports

Include Student Details: Yes

Pass Percentage for Job Positions								
Summary								
No. of Students:		25						
No. of Students Complete:		5						
No. of Students Incomplete:		20						
Percentage of Students Complete:		20%						
Domain Summary								
Domain ID	Domain	No. of Students Per Domain	No. of Students Complete	No. of Students Incomplete	Percentage of Students Complete			
T001	T001	25	5	20	20%			
Report Details								
Student Name	Student ID	Completion Percent Per Student	Job Description	Qual ID	Domain	Domain ID	Deployed	Days Non Compliant
Amanda, Test	391686	20.00	Administrative Support Services	ASS	T001	T001	X	340
Thaivalappil, Pradeep P	391714	0.00	Information Management - IM/IT staff	IM	T001	T001		340

- Note “Deployed” and Days Non Compliant columns

Enhanced Reporting Functions: Custom Reports

Include Student Details: No

Pass Percentage for Job Positions

Summary

No. of Students:	25
No. of Students Complete:	9
No. of Students Incomplete:	16
Percentage of Students Complete:	36%
Students 31-60 Days Delinquent:	0
Students 61-90 Days Delinquent:	0
Students 90+ Days Delinquent:	10

Domain Summary

Domain ID	Domain	No. of Students Per Domain	No. of Students Complete	No. of Students Incomplete	Percentage of Students Complete	31-60 Days Delinquent	61-90 Days Delinquent	90+ Days Delinquent
T001	T001	25	9	16	36%	0	0	10

Report Details

Domain ID	Domain	Job Description	No. of Students Per Job Position	No. of Students Complete	No. of Students Incomplete	Percentage of Students Complete
T001	T001	Administrative Support Services	3	0	3	0%
T001	T001	Business/Finance Office - Resource Management, Personnel staff and Medical Operations	1	0	1	0%

- Note "Delinquent" numbers

Enhanced Reporting Functions: Custom Reports

Include Student Details: High Level Report

Pass Percentage for Job Positions

Summary

No. of Students:	25	No. Of Students Deployed:	3
No. of Students Complete:	5	:	
No. of Students Incomplete:	20	:	
Percentage of Students Complete:	20%	:	
Students 31-60 Days Delinquent:	2	Deployed Students 31-60 Days Delinquent:	1
Students 61-90 Days Delinquent:	0	Deployed Students 61-90 Days Delinquent:	0
Students 90+ Days Delinquent:	12	Deployed Students 90+ Days Delinquent:	2

- Note “Deployed” and “Delinquent” numbers

Training Administrator Functions

Summary

- You should now be able to describe how to :
 - Perform the functions of a training administrator

Password Requirements and Technical Assistance

Password Requirements and Technical Assistance

Objectives

- Upon completion of this module, you should be able to:
 - Identify the password requirements of the LMS
 - Identify resources for receiving technical assistance with the LMS

Password Requirements and Technical Assistance

DoD Password Requirements

- Passwords must contain:
 - English uppercase and lowercase letters
 - Arabic numerals (0,1,2,....9)
 - Non alphanumeric special characters (!,@,#,%)
 - Cannot contain Student ID or full name
- Password requirements follow the DoD standard
 - New requirement: Password cannot have more than 2 of the same characters in a row
- Students must change their password every 90 days
- Password cannot reuse 4 character string from previous password
- Password history
 - Cannot use previous 5 passwords

Password Requirements

- If the Training Administrator resets the password, the student will be prompted to change that password immediately upon accessing the LMS
- Identify the password that meets the DoD Requirements
 - Training1
 - Hipaaa#1
 - Hippaa#12
 - Hipaa%

Password Requirements and Technical Assistance

How to Get Help for the LMS

- HIPAA Support Center
 - Hours of operation: Monday – Friday, 8AM – 5PM EST
 - Contact via email: hipaasupport@tma.osd.mil
- New Users
 - Template information must be submitted
- Future Enhancements
 - Support Center will soon be web based, rather than email based
 - www.hipaasupport.tma.osd.mil
 - Just-in-time training will be provided

Password Requirements and Technical Assistance

LMS Maintenance

- Scheduled maintenance
 - 48 hour notice
 - Maintenance is communicated to the Training Administrators via the Service Representatives
- Splash Screen
 - Student log in

Password Requirements and Technical Assistance Summary

- You should now be able to:
 - Identify the password requirements of the LMS
 - Identify resources for receiving technical assistance with the LMS

Course Summary

- You should now be able to:
 - Describe the purpose of the LMS
 - Assist students with registration
 - Assist students with accessing courses
 - Describe the purpose of course examinations
 - Describe the LMS functionality that is used by a training administrator
 - Perform training administration tasks

Resources

- DoD 6025.18-R, “DoD Health Information Privacy Regulation”, January 2003
- www.tricare.osd.mil/tmaprivacy/HIPAA.cfm
- privacymail@tma.osd.mil for subject matter questions
- hipaasupport@tma.osd.mil for tool related questions
- HIPAA Service Privacy/Security representatives